



MATTHEW A. CUMMINGS
CHIEF OF POLICE

City of Newton *Police Department*

GENERAL ORDER

GENERAL ORDER: 542

EFFECTIVE DATE: July 1, 2011

TO: All Personnel

SUBJECT: Automated License Plate Recognition Systems (ALPRs)

PURPOSE: The purpose of this policy is to provide officers with guidelines on the proper use of automated license plate recognition (ALPR) systems, also commonly known as license plate reader systems.

POLICY: The availability and use of ALPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of the Newton Police Department that all members abide by the guidelines set forth herein when using ALPR systems.

ACRONYMS **FOUO:** For Official Use Only

AND

DEFINITIONS: **ALPR:** Automated License Plate Recognition/Automated License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.

Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential "hit" on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the ALPR system, e.g., local vehicle data on B&E suspects, missing persons/wanderers, domestic incidents, drug activity, etc. These hot lists serve an officer safety function as well as an

investigatory purpose. In addition to locally compiled hot lists, individual users/officers may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is “read” by the ALPR system.

Fixed ALPR System: ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile ALPR System: ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

Portable ALPR System: ALPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as traffic barrel or speed radar sign.

PROCEDURES:

A. General

1. The use of ALPR systems is restricted to public safety related missions of this Department.
2. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. ALPR systems and ALPR data and associated media are the property of this Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. Administration

1. The Commander of the Newton Police Department’s Information Technology function is tasked with systems administration and administrative oversight for ALPR system deployment and operations. The Commander shall be responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files;
 - b. Establishing protocols to preserve and document ALPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions;
 - c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system;
 - d. Ensuring the proper selection of the personnel approved to operate the ALPR system and maintaining an adequate number of trainees;
 - e. Maintaining records that identify approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage; and

- f. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of the Newton Police Department.
2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
3. ALPR systems hardware or software repairs shall be made by agency authorized sources.

C. Automated License Plate Reader System Usage

1. ALPR operation and access to ALPR collected data shall be for official agency purposes only.
2. Only officers who have been properly trained in the use and operational protocols of the ALPR systems shall be permitted to use it.
3. At the start of each shift users must ensure that the ALPR system has been updated with the most current hot lists available.
4. ALPR Alerts/Hits: Prior to initiation of the stop:
 - a. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance; and
 - b. Verify the current status of the plate through the Dispatch Center or MDT query when circumstances allow.
5. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the ALPR system.
6. Hot lists may be updated manually if the user enters a specific plate into the ALPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the ALPR system, the officer should document the reason.
7. Special Details: The use of ALPR systems during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the administrator.

D. ALPR Data Sharing and Dissemination

ALPR data should be considered FOUO and may be shared for legitimate law enforcement purposes:

1. Requests to review any stored ALPR data on laptops or the network server shall be recorded in the same manner as criminal history logs. When the ALPR data are disseminated outside the agency, it should be documented in a secondary dissemination log.
2. Prosecutors or others legally authorized to receive evidence by law may have access to ALPR electronic images or data for legitimate purposes.
2. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established departmental policies.
4. Authorized employees may access stored ALPR data on the network server when there is reasonable suspicion that the data relates to an investigation in a specific criminal or civil action.
5. Notwithstanding any other provision of law, all electronic images or data gathered by Automated License Plate Readers are for the exclusive use of law enforcement in the discharge of duties and shall not be made open to the public.

E. Data Retention

This use of ALPRs by law enforcement has created privacy concerns with some members of the general public, especially as it relates to vehicle and owner data collection and retention. Therefore, the Newton Police Department's ALPR data retention policy shall be as follows:

1. The ALPR data downloaded to a user's laptop and/or authorized server must only be accessible by a user login/password capable of documenting who accesses the information by identity, date and time
2. The data that is collected by the ALPR must be completely erased from the user's laptop at the end of each shift, and, with only one exception, must be completely erased from our authorized network server every 30 days. The one allowed exception for storing ALPR data on the authorized network server beyond this 30-day period is in instances that have resulted in an arrest, ticketing, some other legitimate police action, or when authorized by the Systems Administrator or Chief of Police.
3. All ALPR data authorized to be downloaded to the network server must be stored until the arrest, ticket or other legitimate police action is properly adjudicated or disposed of, unless that same data has become, or is reasonably believed to become, evidence in another specific criminal or civil action. If this is the case, the data shall be downloaded from the network server and stored on a CD or other portable technology. The portable data shall then be subject to the same logging, handling and chain-of-custody requirements of other evidence.

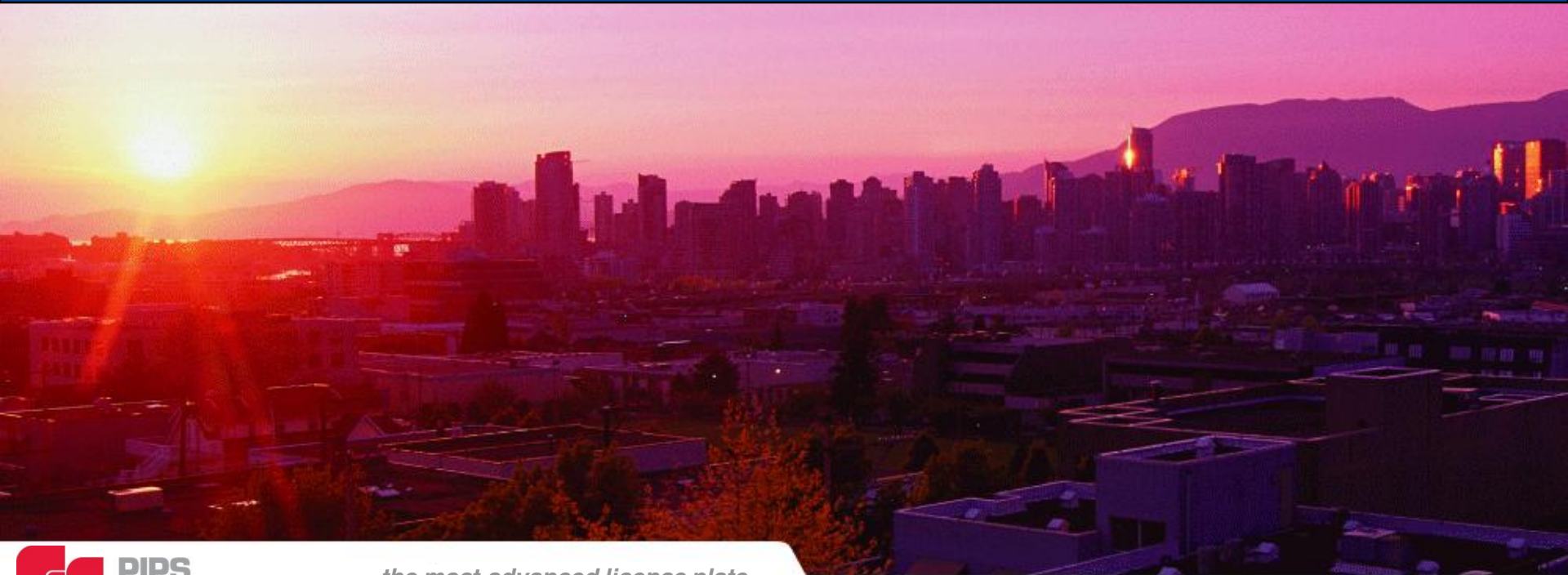
//SIGNED//

Matthew A. Cummings
Chief of Police

Acknowledgement: Newton Police Department General Order 542, *Automated License Plate Recognition (ALPR) Systems*, is modeled on ALPR policies developed by the International Association of Chiefs of Police and the Washington Association of Sheriffs and Police Chiefs.

Automated License Plate Recognition (ALPR)

PAGIS User Training

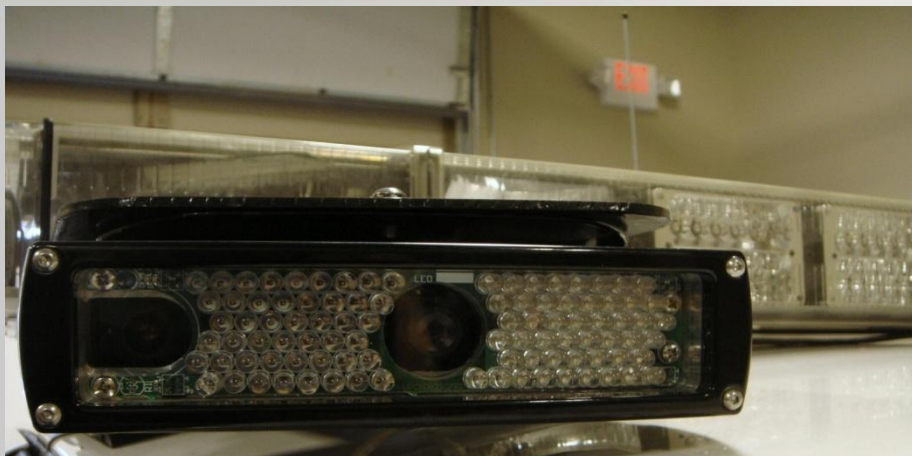


Applications of ALPR

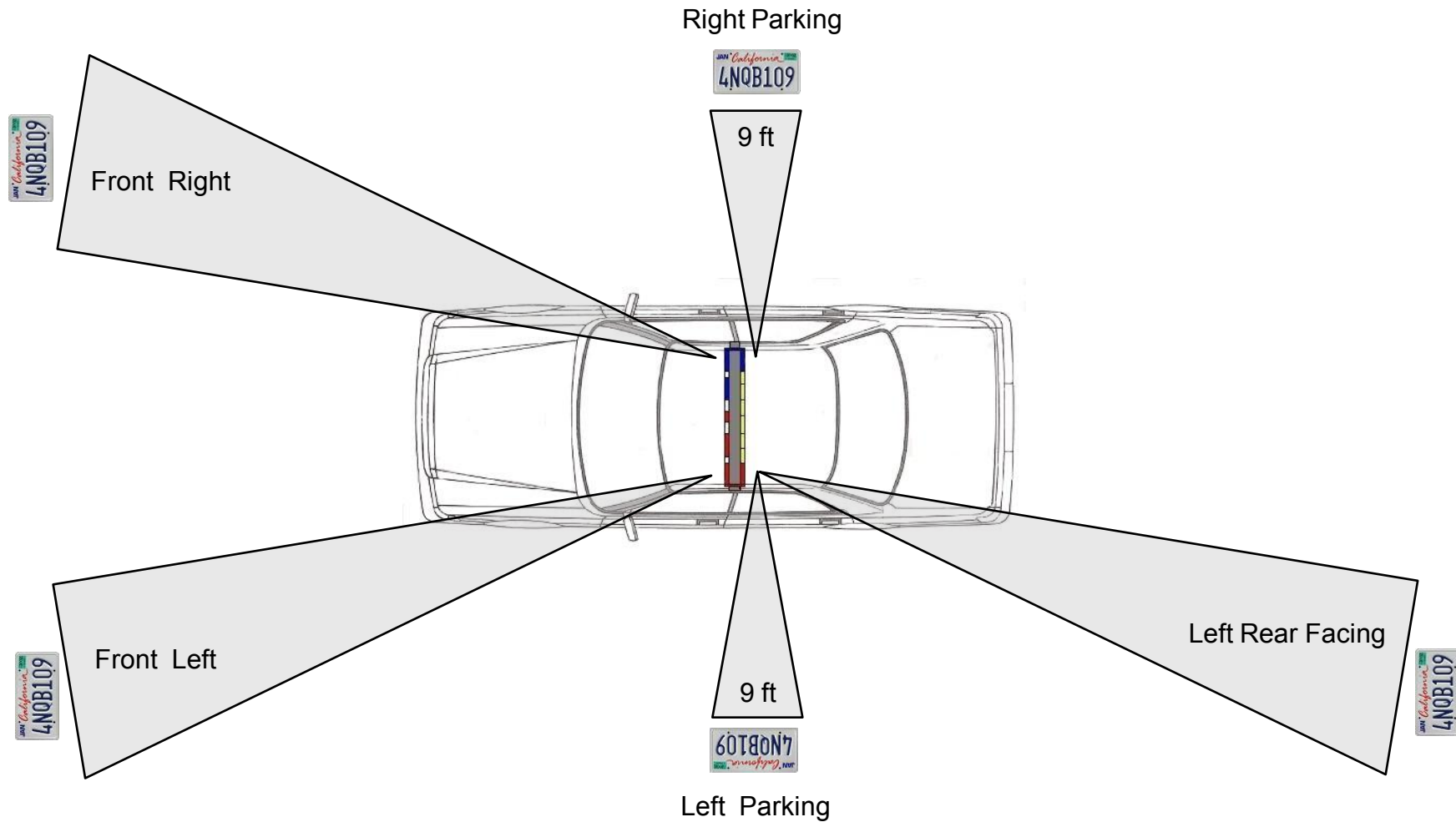
- ❑ Amber Alerts
- ❑ Wants, Warrants & BOLO
- ❑ Sexual Predator Monitoring
- ❑ Scofflaw Enforcement
- ❑ Stolen Vehicle Detection
- ❑ Speed Enforcement Systems
- ❑ Crime Investigation / Analysis
- ❑ Use Your Imagination



PAGIS - Mobile System



PAGIS - Mobile Camera Systems



Logging In

- Start the vehicle ignition.
- Turn on your MDT (laptop) and login to Windows.
- Start all software.
- The PAGIS login screen should appear. If your administrator has disabled this automatic launch, double click on the PAGIS icon



on the desktop.



v2.5.1 (24721)

GPS
PAGIS**pagis**

POLICE ANPR GRAPHICAL INTERFACE SYSTEM

NTM340

7ADA59

Logon

Badge No:

Key
Pad

Password:

Key
Pad

Location:

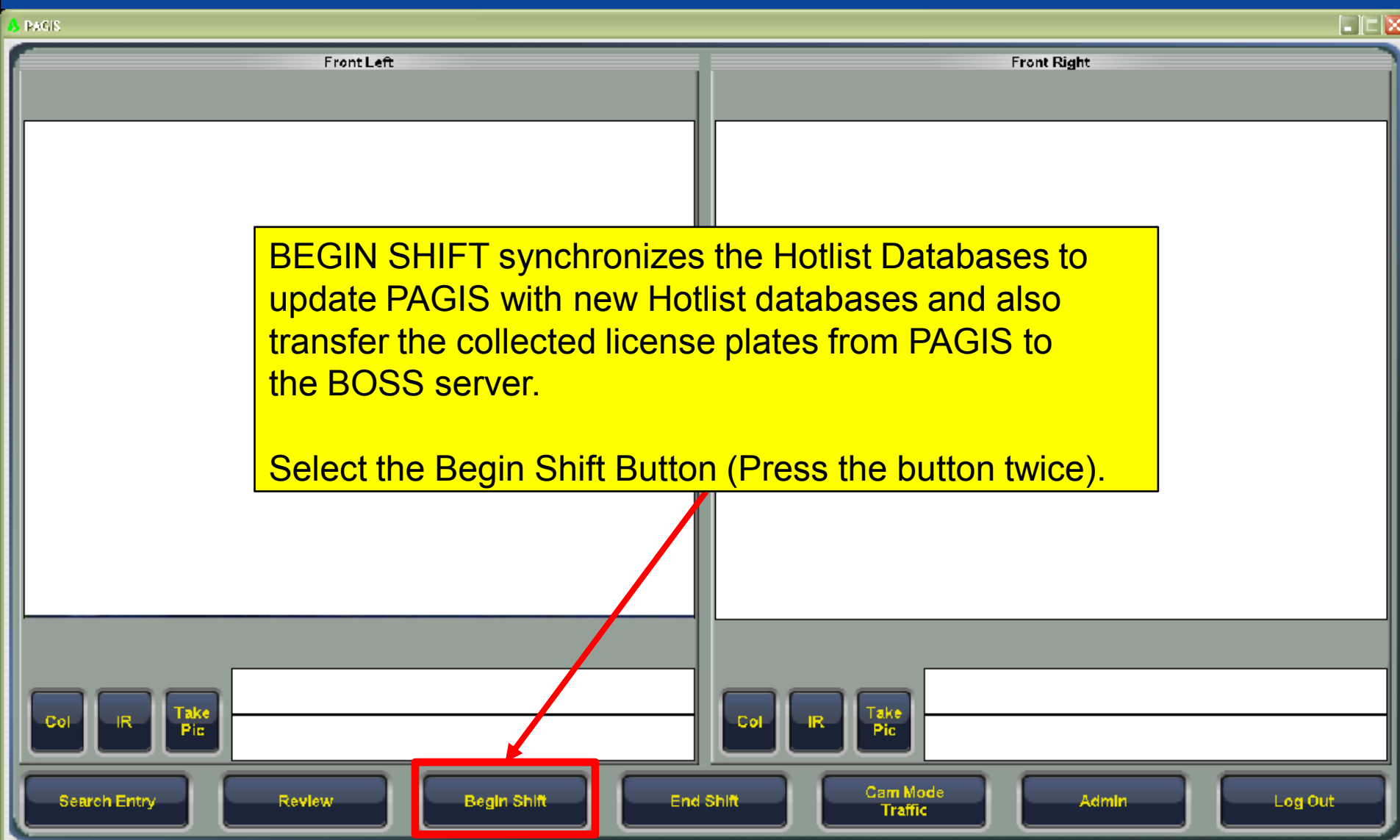
Key
Pad

Exit

- Press Login to Start PAGIS

Login

PAGIS : Operator Controls – Begin Shift

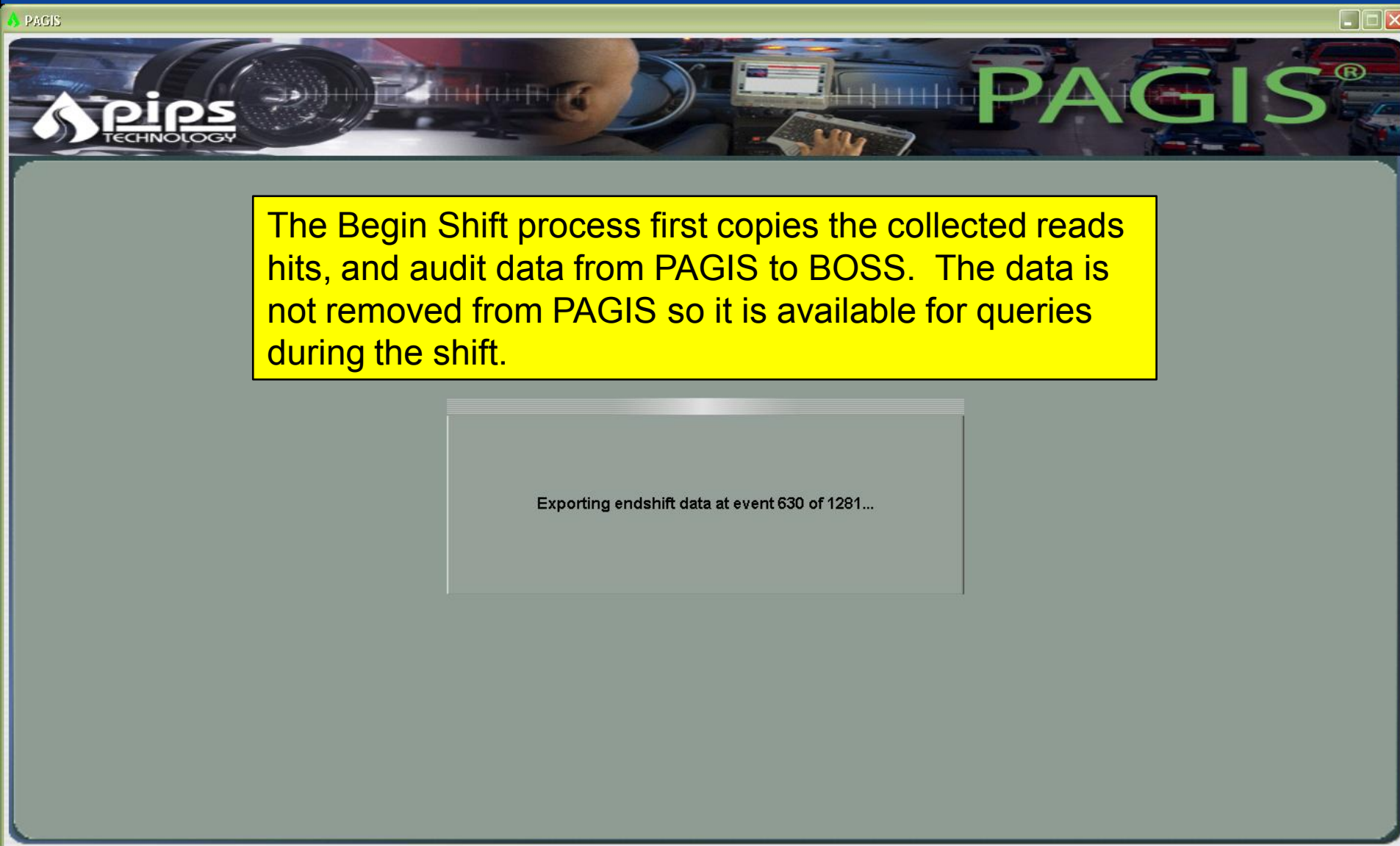


PAGIS : Operator Controls – Begin Shift

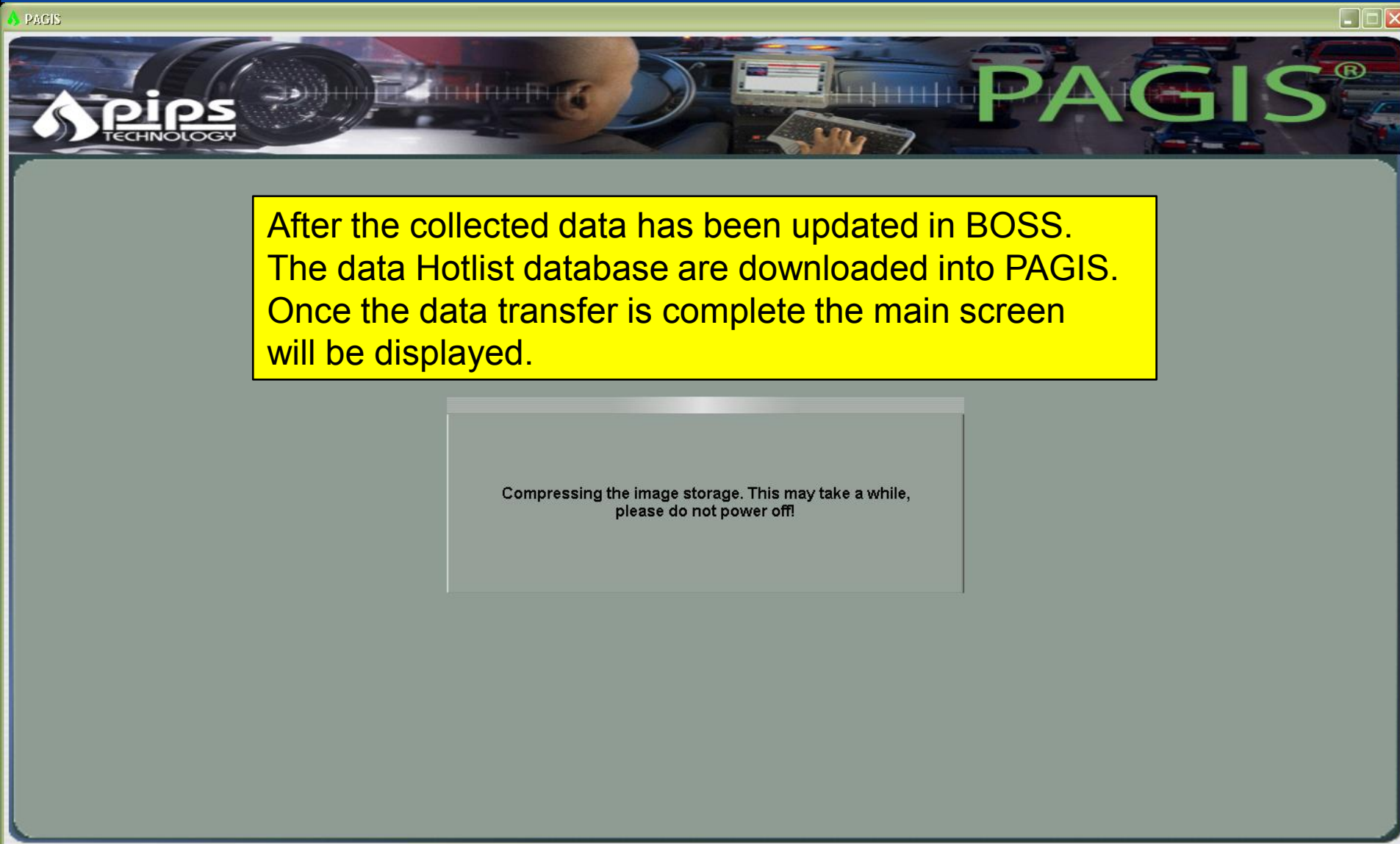
The synchronization of the most recent “hotlist” information from the BOSS server into PAGIS will be performed in one of two ways, depending on the system’s configuration.

1. Traffic Enforcement uses Wireless Connection (only back yard of 1321)
2. Cruisers use their modem (anywhere in the City)

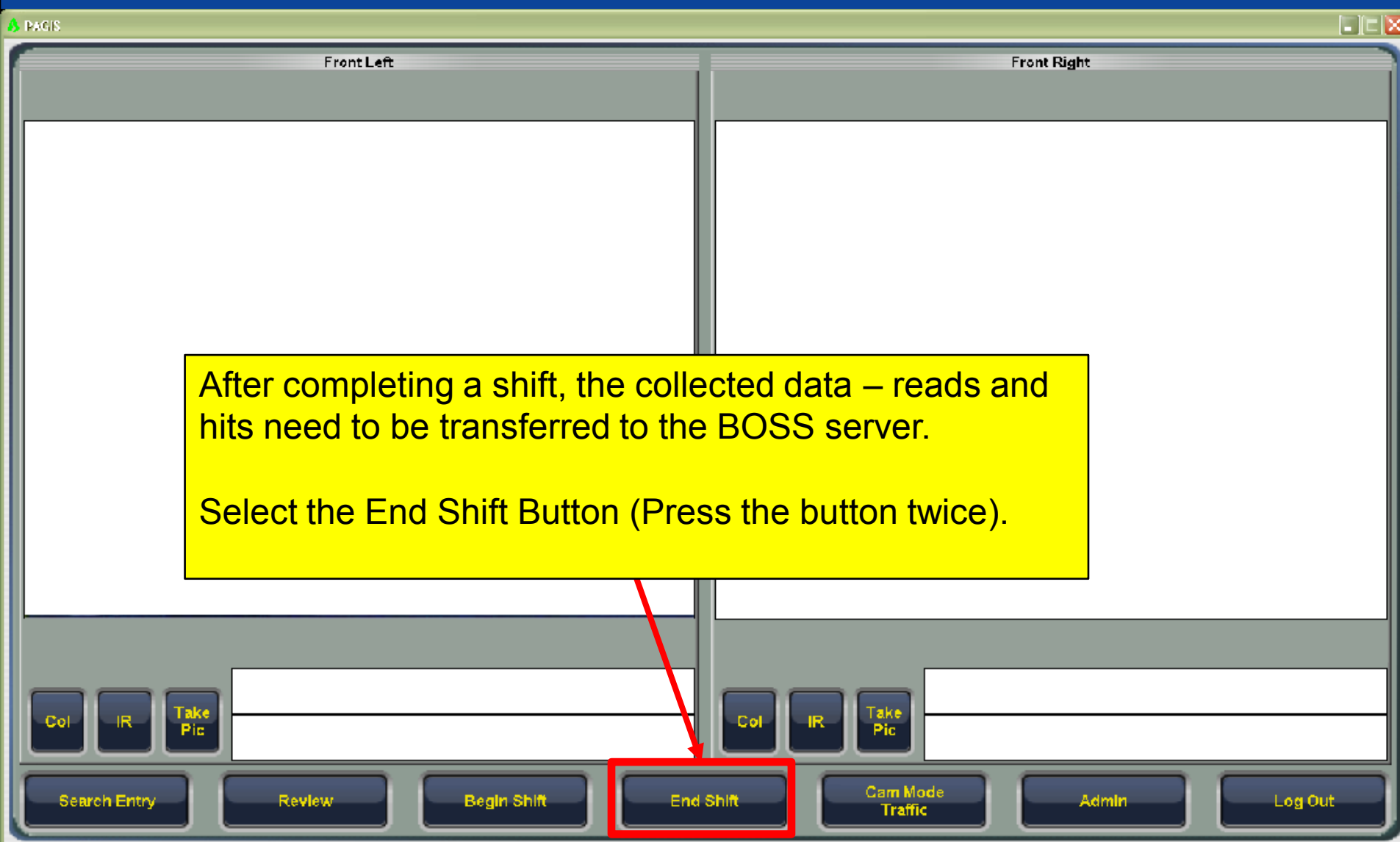
PAGIS : Operator Controls – Begin Shift



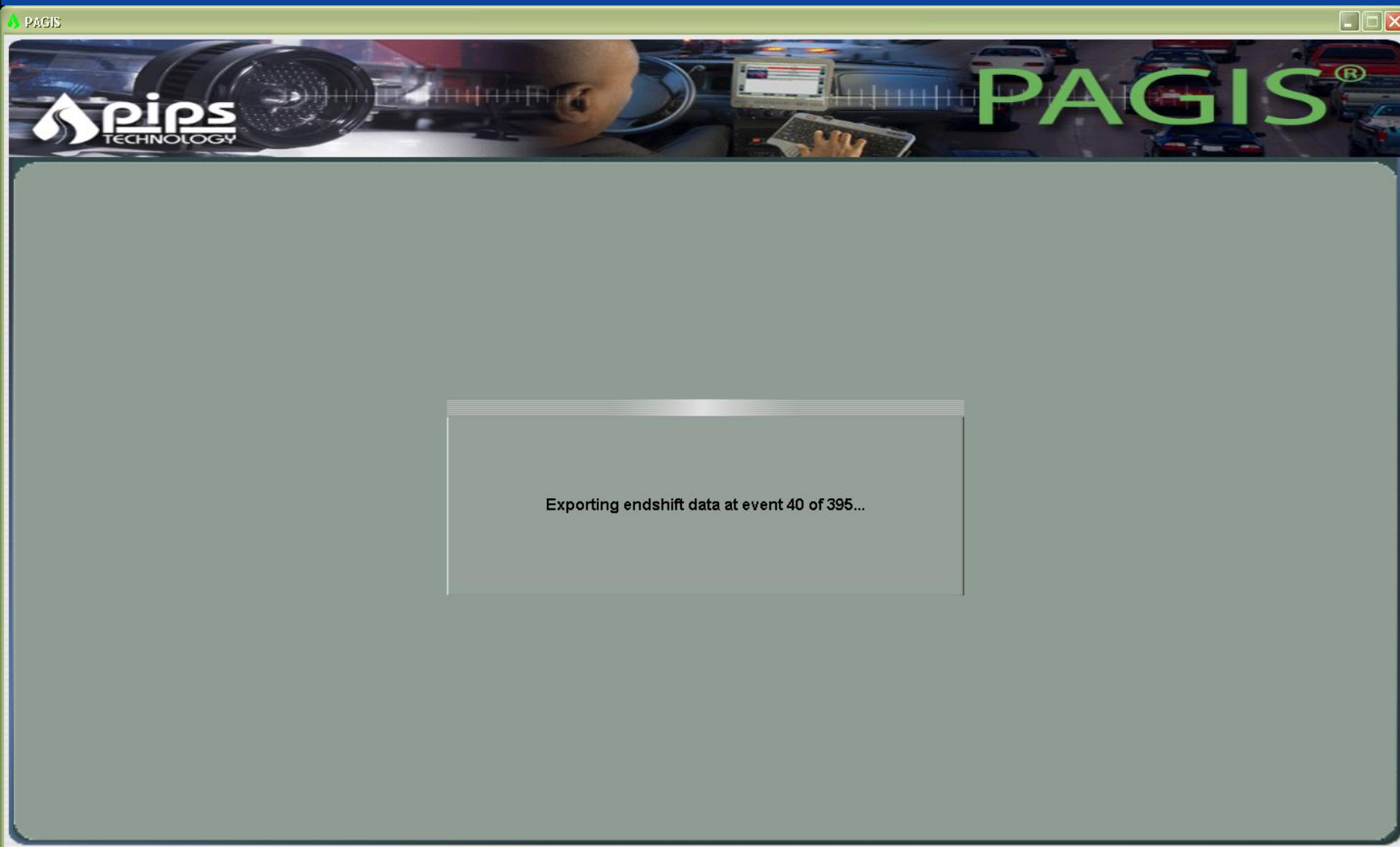
PAGIS : Operator Controls – Begin Shift



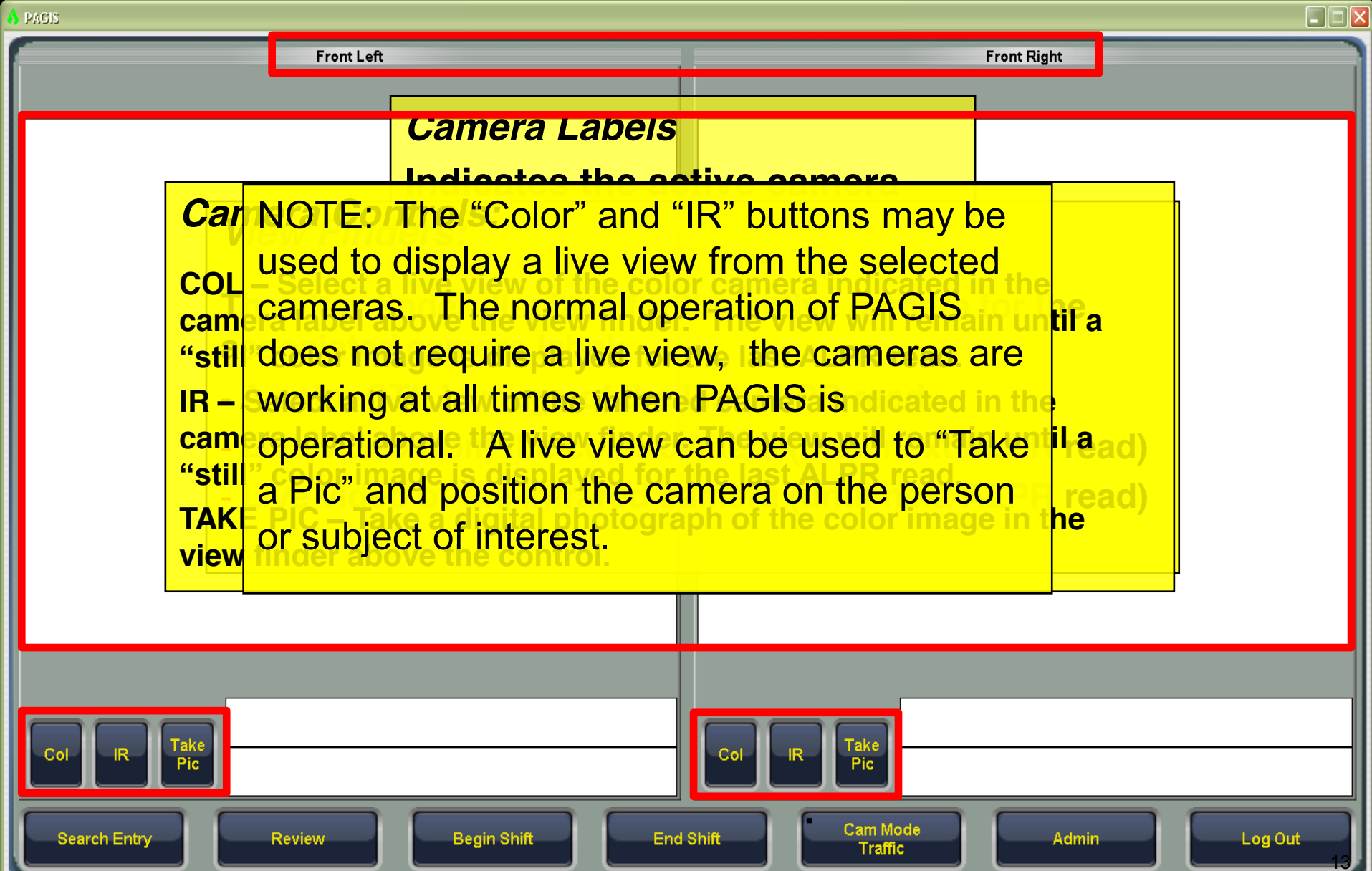
PAGIS : Operator Controls – End Shift



PAGIS : Operator Controls – End Shift




PAGIS – Main Screen



PAGIS – Main Screen

PAGIS

Front Left



Front Right

Camera Controls:

COL – Select a live view of the color camera indicated in the camera label above the view finder. The view will remain until a “still” color image is displayed for the last ALPR read.

Col IR Take Pic


Col IR Take Pic

Search Entry Review Begin Shift End Shift Cam Mode Traffic Admin Log Out

PAGIS – Main Screen

PAGIS

Front Left



Front Right

Camera Controls:

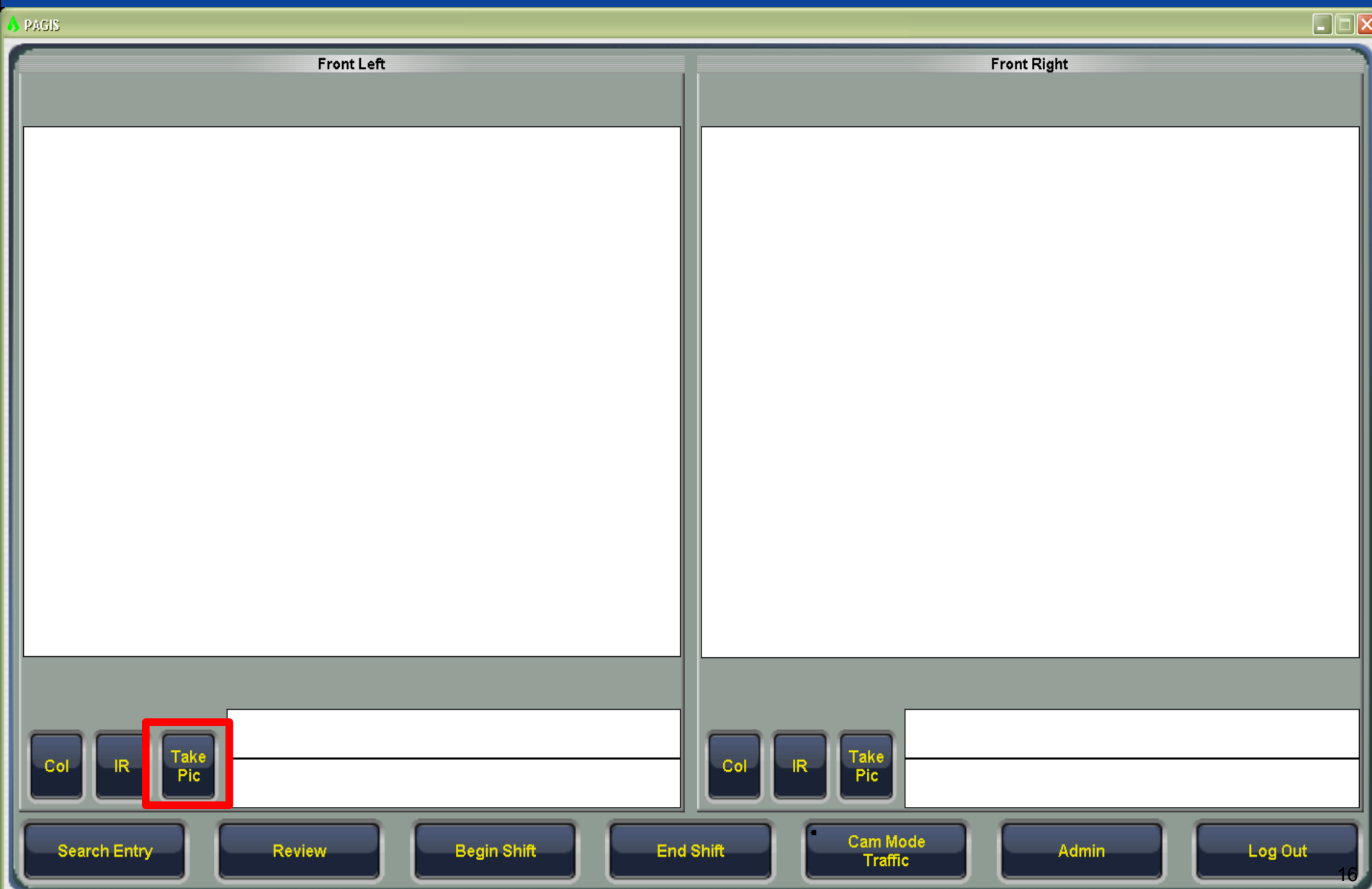
IR – Select a live view of the infrared camera indicated in the camera label above the view finder. The view will remain until a “still” color image is displayed for the last ALPR read.

Col IR Take Pic

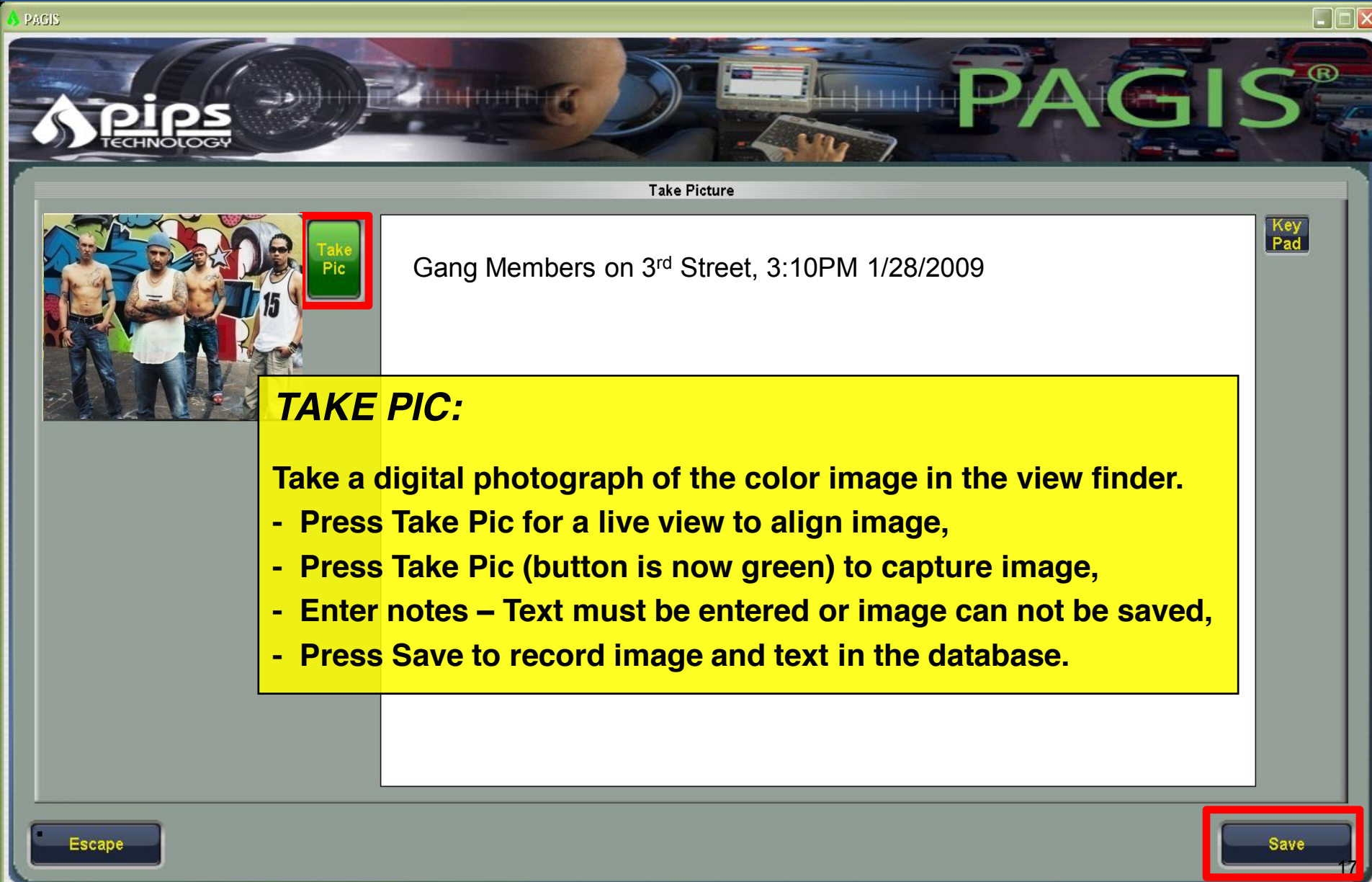
Col IR Take Pic

Search Entry Review Begin Shift End Shift Cam Mode Traffic Admin Log Out

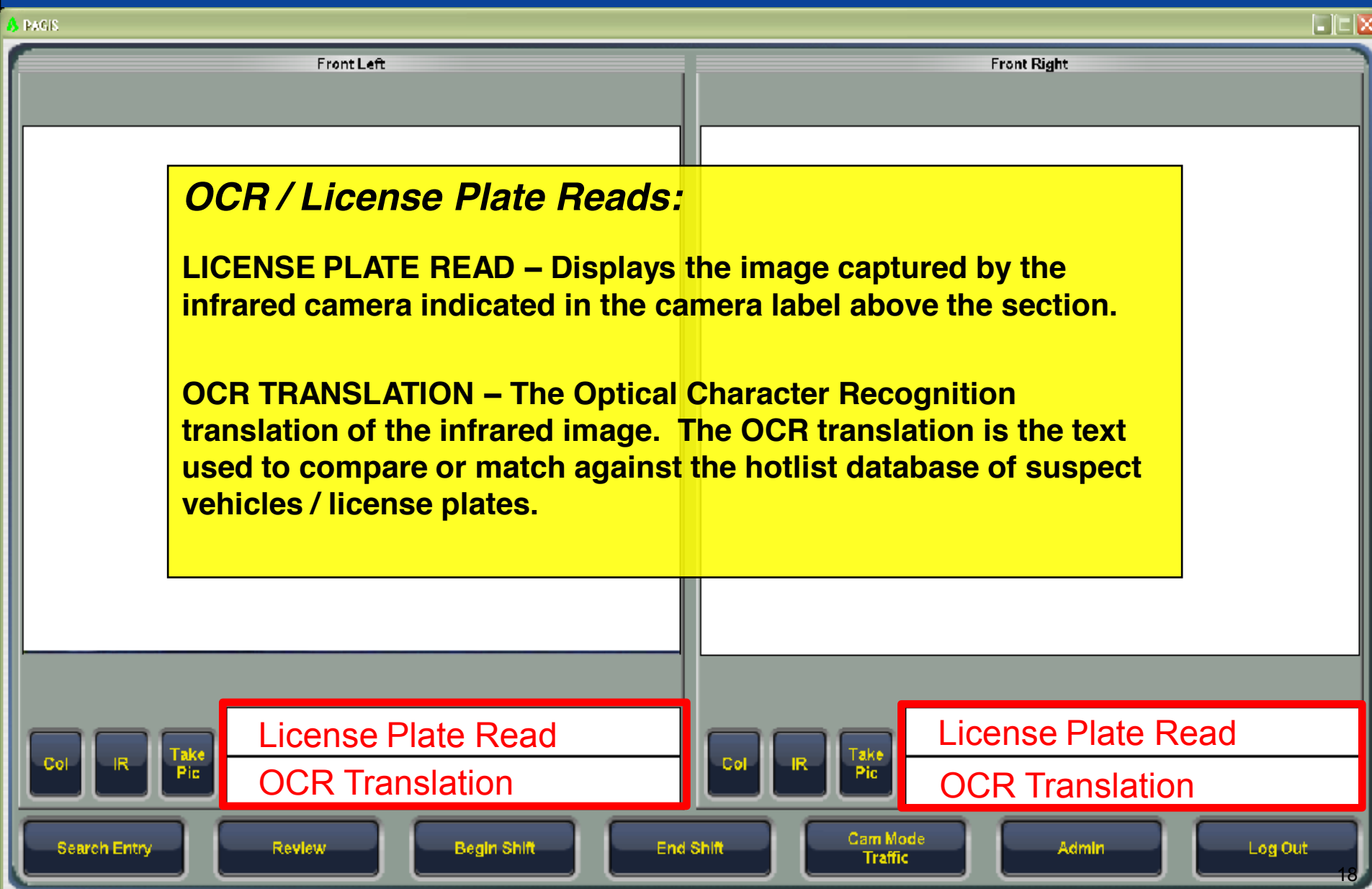
PAGIS – Main Screen



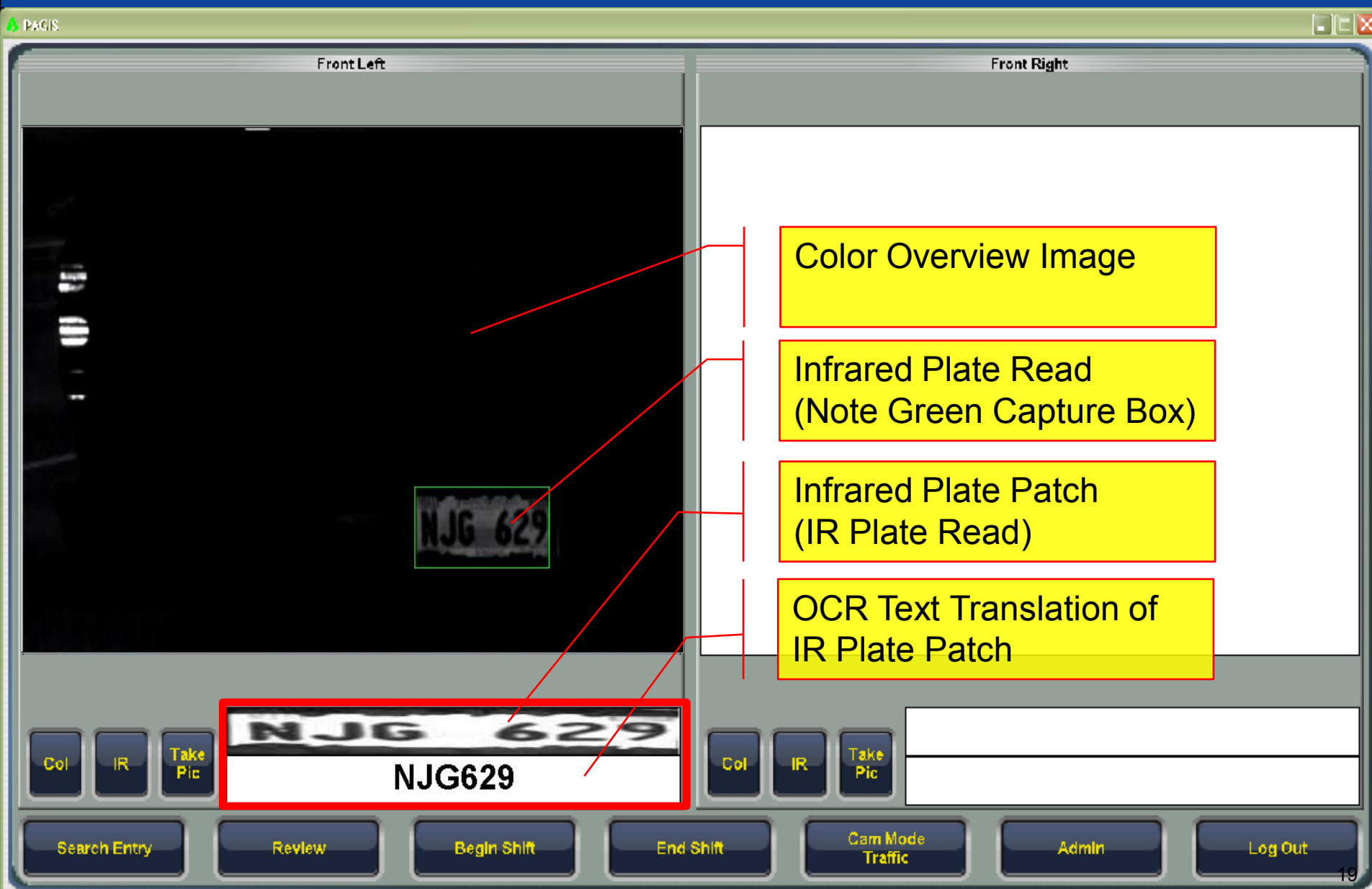
PAGIS – Main Screen Overview



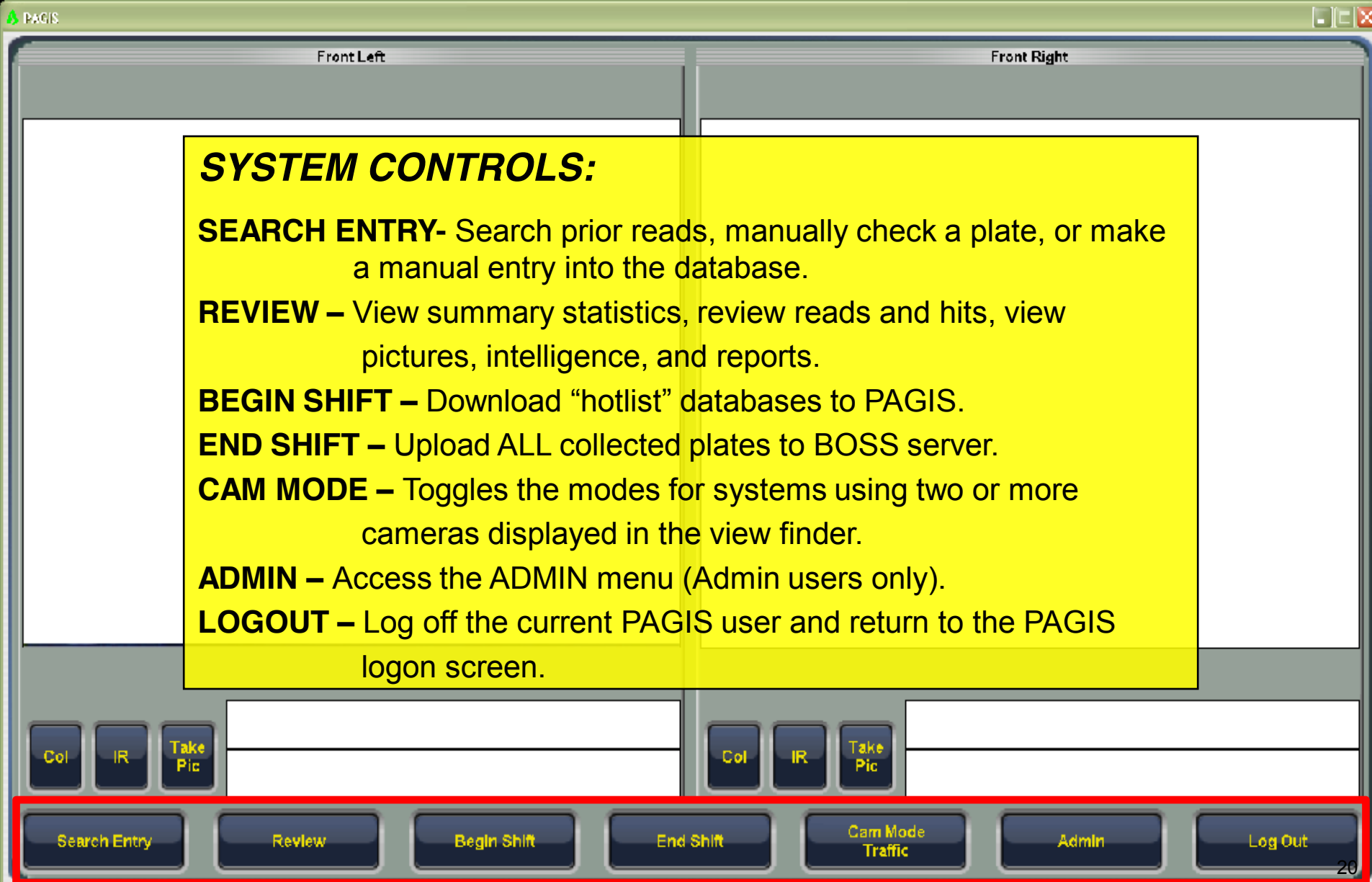
PAGIS – Main Screen Overview



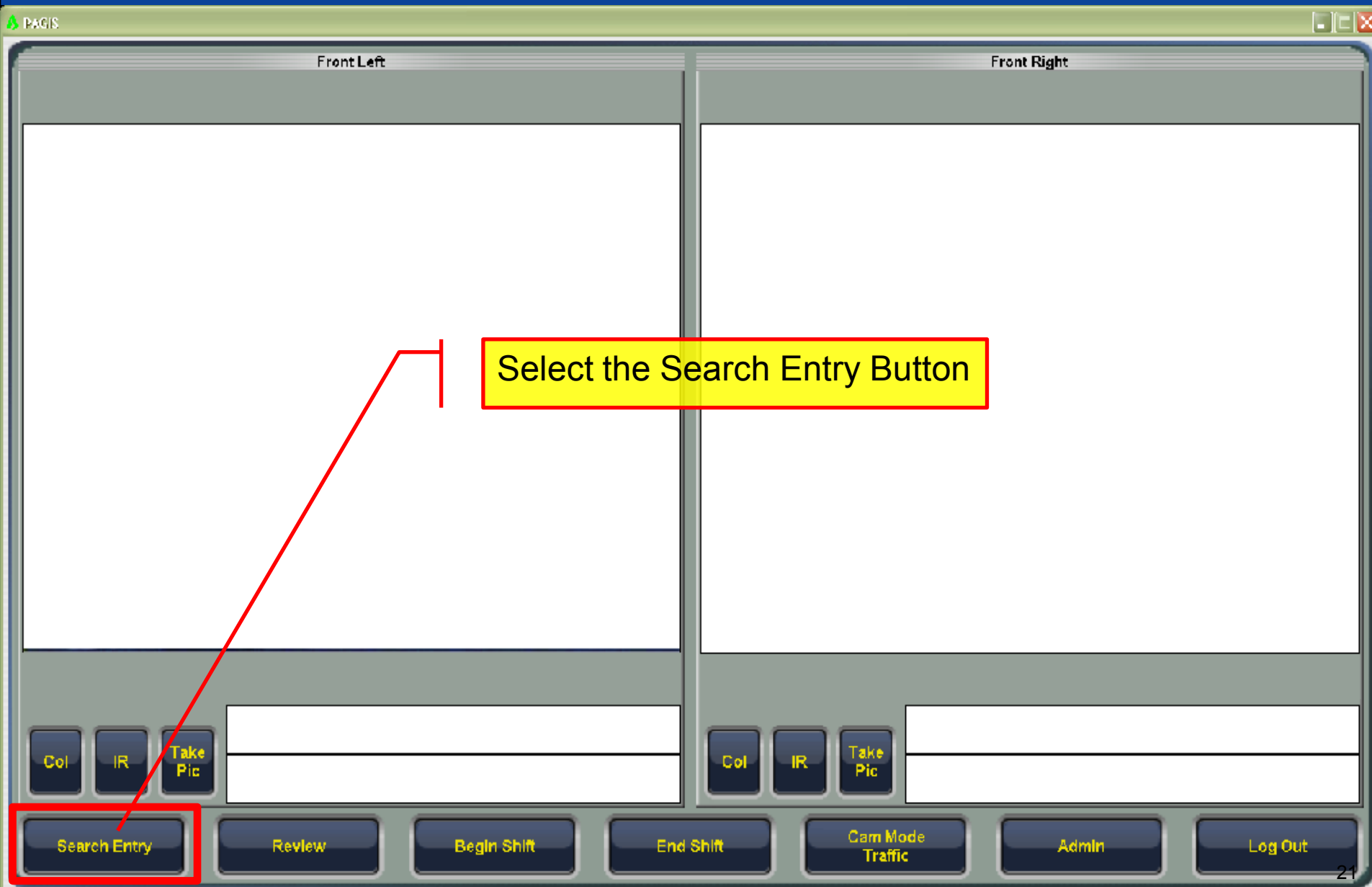
PAGIS – Main Screen Overview



PAGIS – Main Screen Overview



PAGIS : Operator Controls – Search Entry



PAGIS : Operator Controls - Search Entry

PAGIS

PIPS TECHNOLOGY

PAGIS

VLP or DL#

RAL064

Key Pad

Clear DL# Reads VLP

Esc

PAGIS : Operator Controls - Search Entry - Reads

The screenshot displays the PAGIS (Police Automated Geographic Information System) interface. The main window shows a search result for license plate **RAL064**. The interface includes several control buttons and a data table.

Buttons on the left side:

- Front Left** (highlighted with a red box and a red arrow pointing to the text "Active Camera for ALPR capture")
- Add Intel**
- Mis Read**

Buttons on the right side:

- Prev DB**
- Next DB**
- Set Disp**
- Jump**

Data Table:

Read	Hit
35.391057, 84.137193	
1/29/2009 5:02:56 PM	
RAL 064 RAL064	

Bottom Bar:

- Esc**
- Prev**
- 35/35**
- Next**
- Save**

PAGIS : Operator Controls - Search Entry - Reads

The screenshot displays the PAGIS software interface. At the top, the title bar reads 'PAGIS'. The main window is divided into several sections:

- Front Left:** A small image of a silver car with license plate RAL064.
- Read:** A field containing the text '35.391057, -84.137193', which is highlighted with a red box. A red arrow points from this box to a yellow callout box.
- Hit:** A field containing the text 'RAL 064 RAL064'.
- Callout Box:** A yellow box with the text 'Active Camera for ALPR capture GPS Coordinates'.
- Buttons:** On the left side, there are buttons for 'Add Intel' and 'Mis Read'. On the right side, there are buttons for 'Prev DB', 'Next DB', 'Set Disp', and 'Jump'. At the bottom, there are buttons for 'Esc', 'Prev', 'Next', and 'Save'.

PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064

Active Camera for ALPR capture
GPS Coordinates
Date and Time Stamp

Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

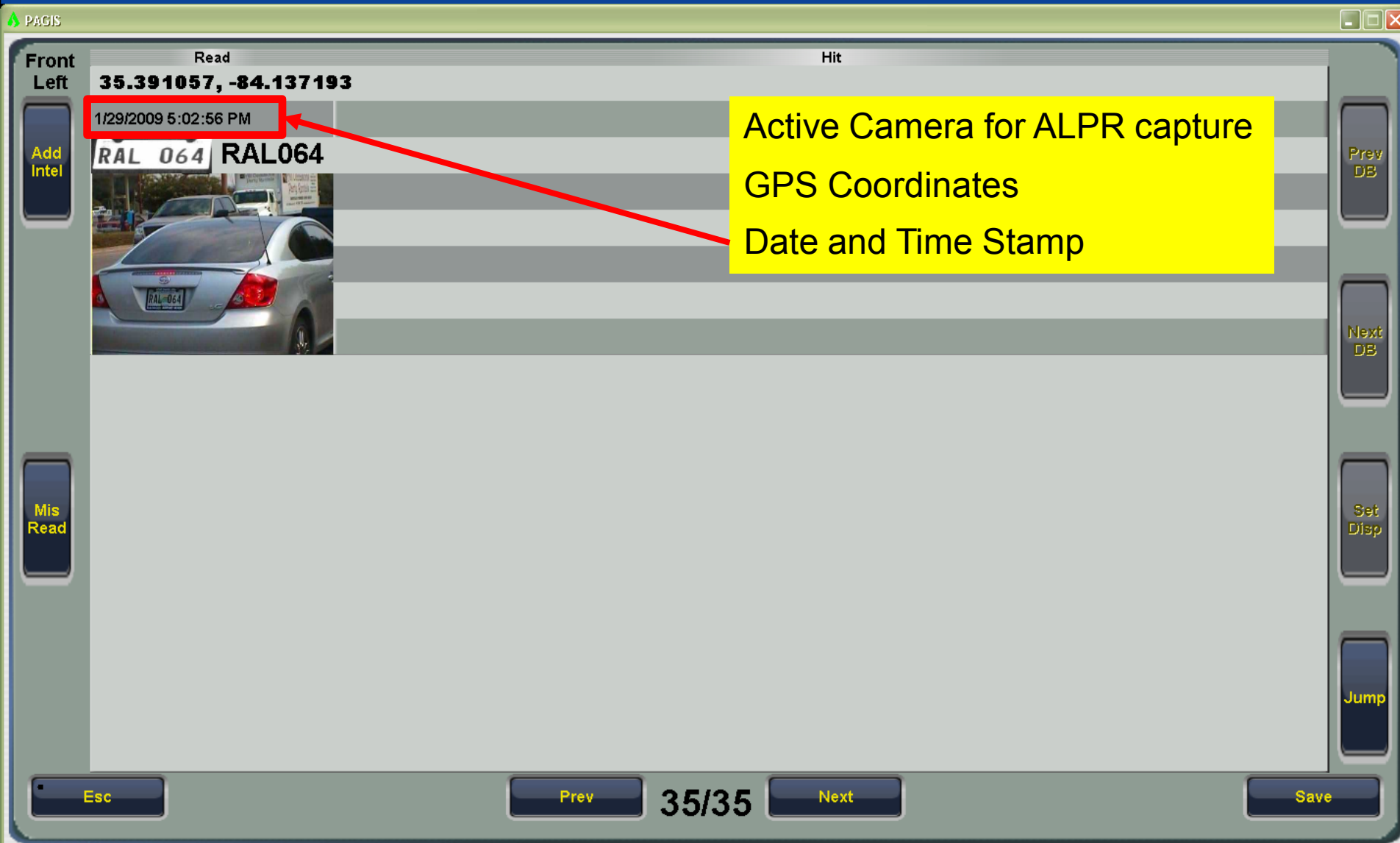
Esc

Prev

35/35

Next

Save



PAGIS : Operator Controls - Search Entry - *Reads*

PAGIS

Front Left

Add Intel

Mis Read

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 **RAL064**

Active Camera for ALPR capture
GPS Coordinates
Date and Time Stamp
IR "Plate Patch" from ALPR

Prev DB

Next DB

Set Disp

Jump

Esc **Prev** **35/35** **Next** **Save**

PAGIS : Operator Controls - Search Entry - *Reads*

PAGIS

Front Left

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

OCR Translation of "Plate Patch"

Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

35/35

Next

Save

PAGIS : Operator Controls - Search Entry - *Reads*

PAGIS

Front Left

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

OCR Translation of "Plate Patch"

Color Camera "Overview" Image

Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

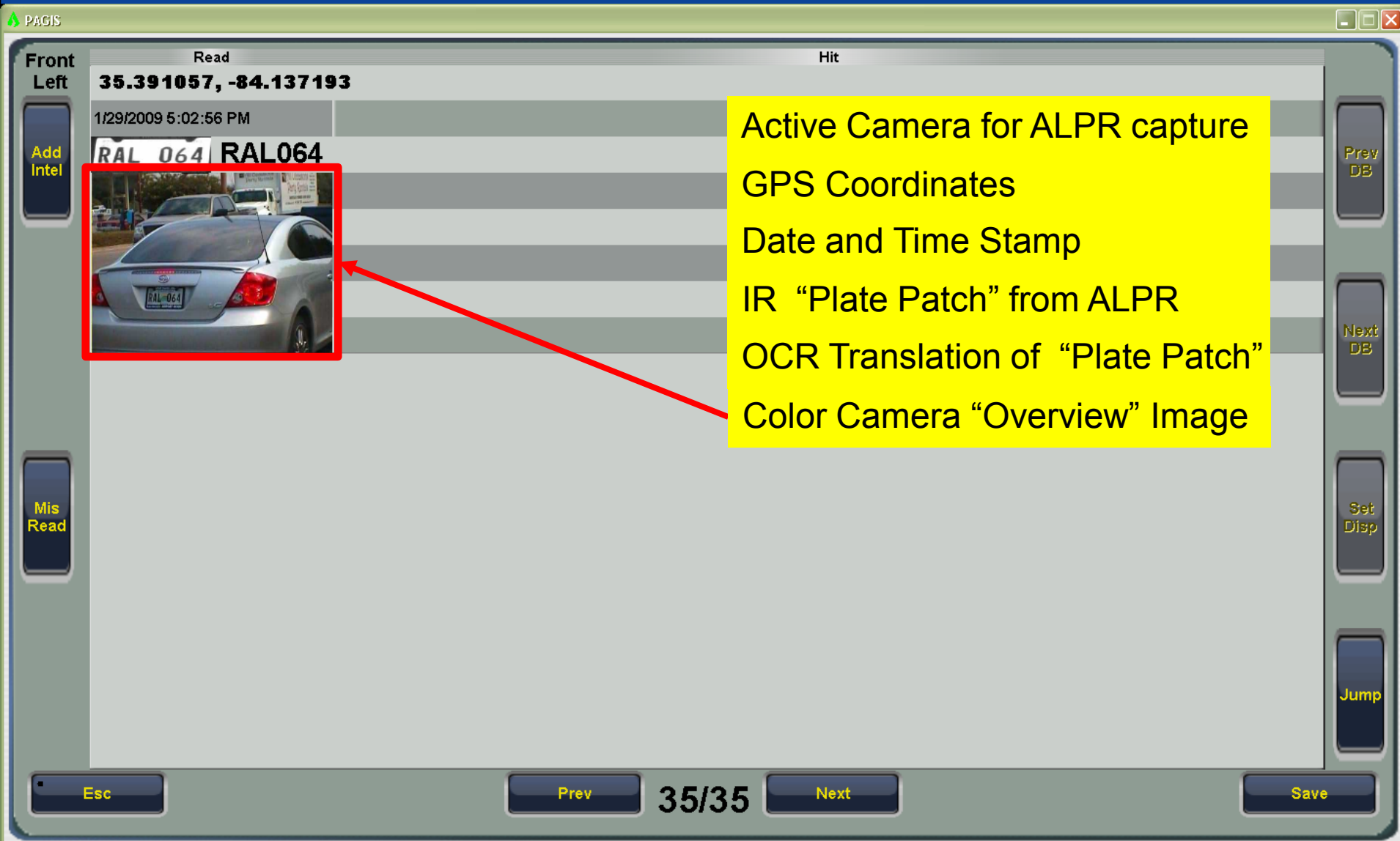
Esc

Prev

35/35

Next

Save



PAGIS : Operator Controls - Search Entry - *Reads*

PAGIS

Front Left

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

OCR Translation of "Plate Patch"

Color Camera "Overview" Image

Text - None assigned for Reads

Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

35/35

Next

Save

PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left


Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064



Add Intel

Prev DB

Next DB

Set Disp

Jump

Mis Read

Esc

Prev

35/35

Next

Save

Mark this Read as a Misread – indicating the IR “Plate Patch” Does not match the OCR Translation.

PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left


Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064



Click on the OCR Translation to edit the text, if desired.
After editing the text, Click Save.

Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

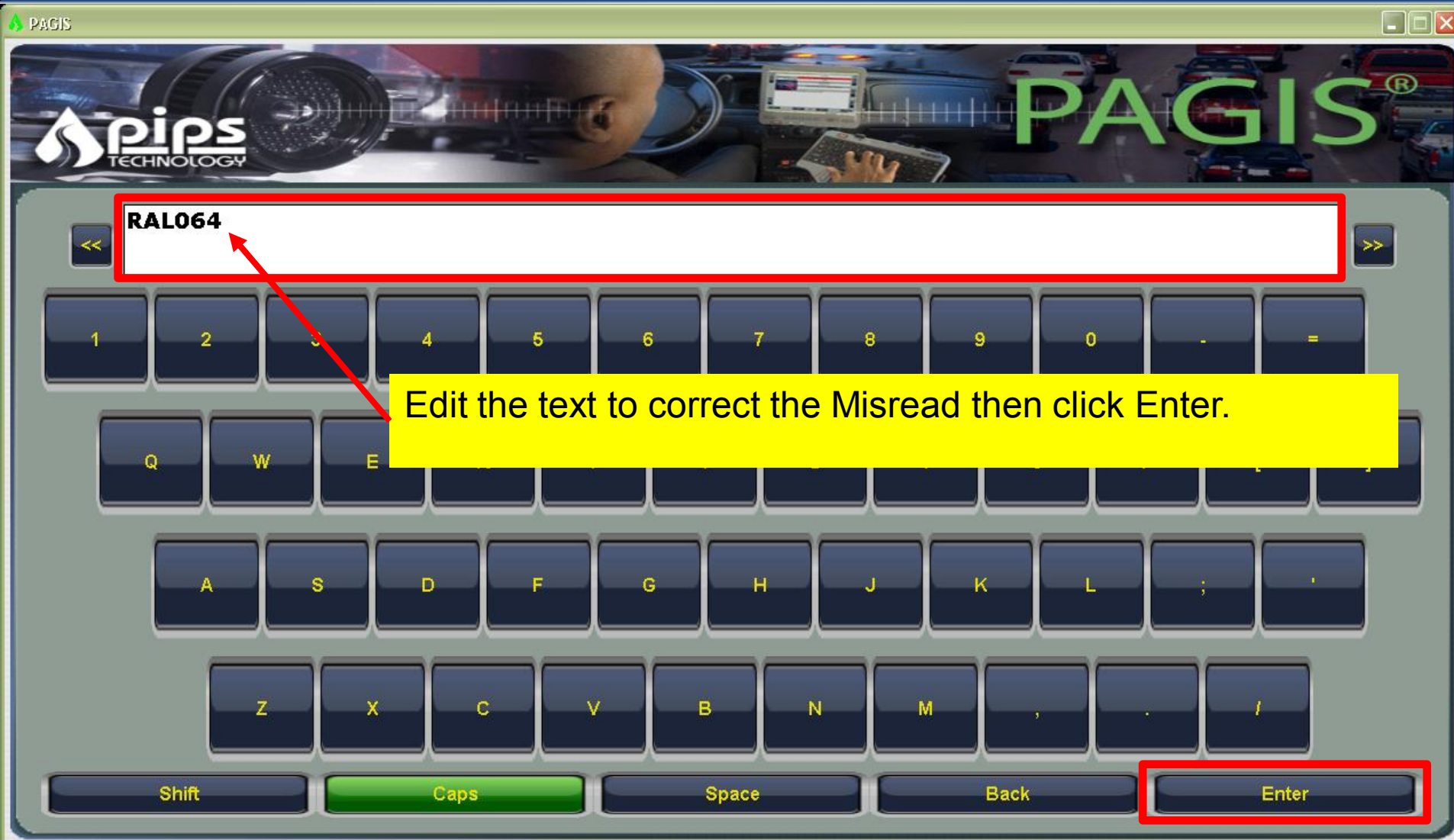
Prev

35/35

Next

Save

PAGIS : Operator Controls - Search Entry - *Reads*



PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left

Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064

After editing the text, Click Save.

Mis Read

Prev DB

Next DB

Set Disp

Jump

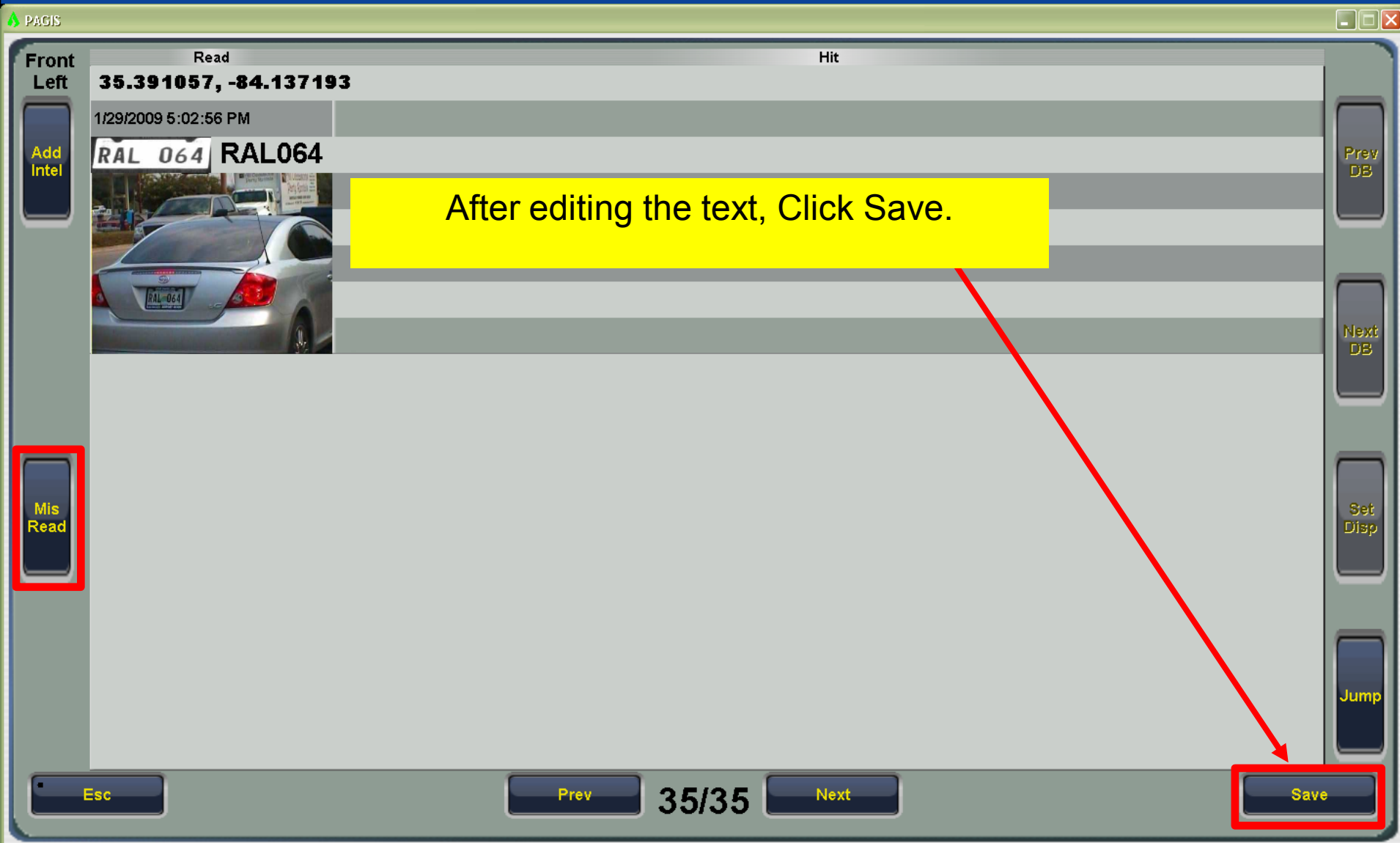
Esc

Prev

35/35

Next

Save



PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left


Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064



Add Intel

Prev DB

Next DB

Set Disp

Jump

Mis Read

Esc

Prev

35/35

Next

Save

Navigate between multiple reads of the same license plate. The numbers (35/35) indicate this is read number 35 of 35 Reads.

PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left

Read Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064



Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

To navigate to any read in a sequence of Reads click Jump then Enter the read number you desire to go to.

Esc Prev 35/35 Next Save

PAGIS : Operator Controls - Search Entry - Reads

PAGIS

Front Left


Read

Hit

35.391057, -84.137193

1/29/2009 5:02:56 PM

RAL 064 RAL064



Add Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

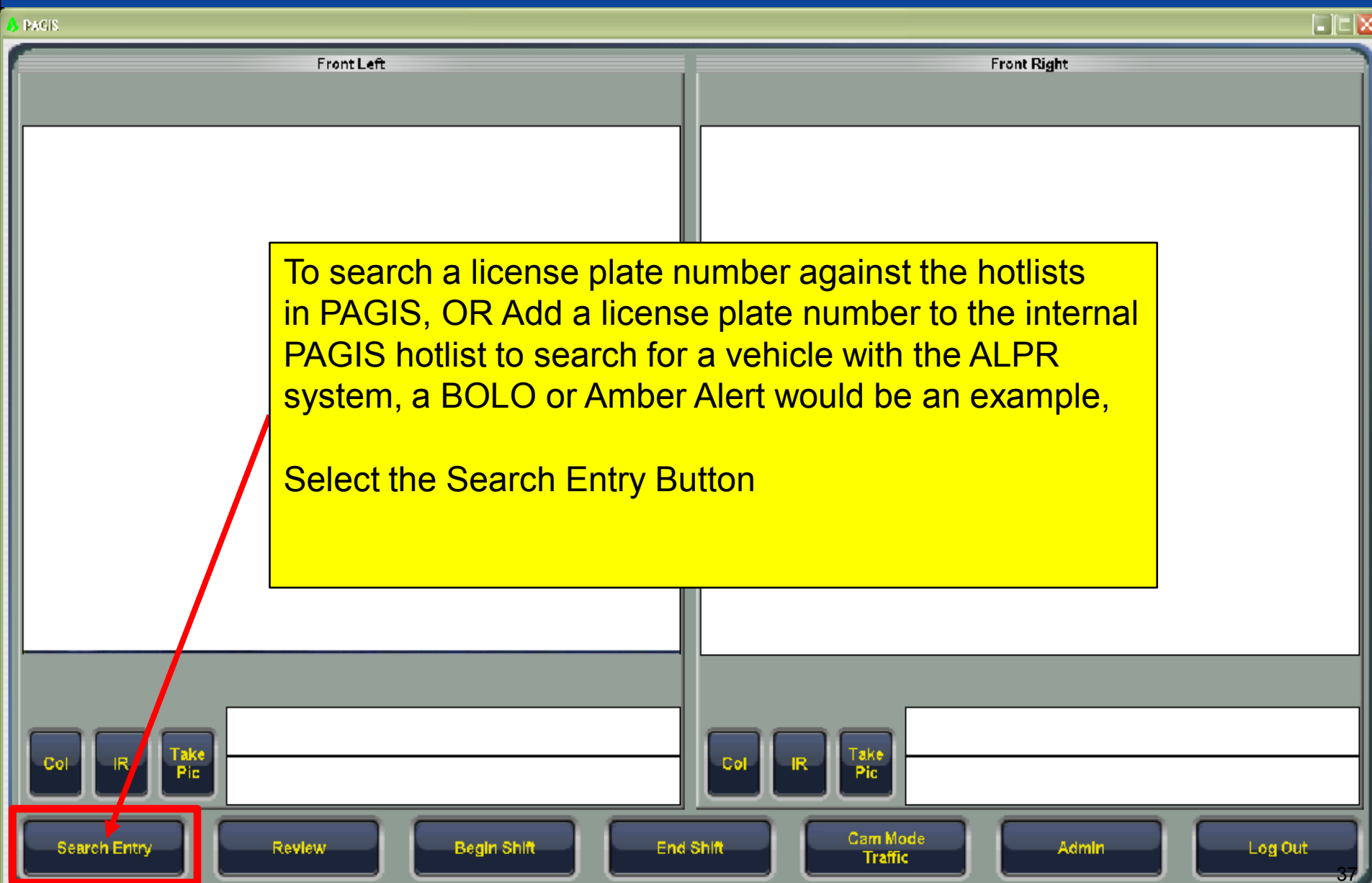
Press ESC to Return to the Previous Screen

Esc

Prev 35/35 Next

Save

PAGIS : Operator Controls – Search Entry



PAGIS : Operator Controls - Search Entry

PAGIS

PIPS TECHNOLOGY

VLP or DL#

SZV618

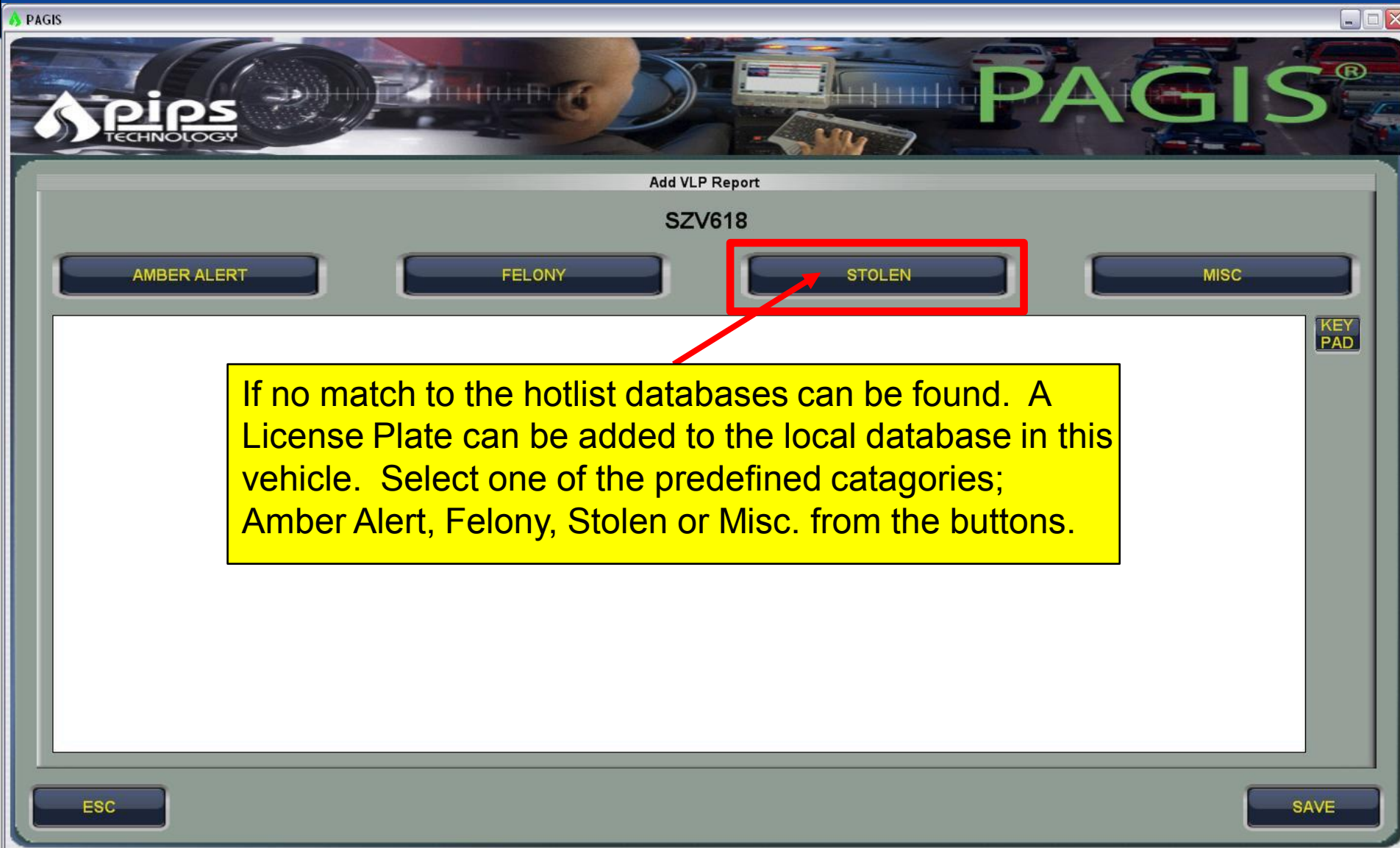
Key Pad

Clear DL# Reads VLP

Esc

On the search screen, enter the license plate number and select "VLP". The plate number will be compared to the hotlist databases in PAGIS.

PAGIS : Operator Controls - Search Entry



PAGIS

PIPS TECHNOLOGY

Add VLP Report

SZV618

AMBER ALERT

FELONY

STOLEN

MISC

KEY PAD

ESC

SAVE

If no match to the hotlist databases can be found. A License Plate can be added to the local database in this vehicle. Select one of the predefined categories; Amber Alert, Felony, Stolen or Misc. from the buttons.

PAGIS : Operator Controls - Search Entry

PAGIS

PIPS TECHNOLOGY

PAGIS

Add VLP Report

SZV618

AMBER ALERT FELONY STOLEN MISC

STOLEN: SZV618 @ 3/11/2010 12:39:30 PM

Vehicle reported stolen by owner on 3/11/2010, White Chevy Cavalier 2001

KEY PAD

ESC

SAVE

Add additional notes then press Save. category, license plate and the date and time of the entry.

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Front Right

The ALPR system is now searching for the manual entry plate, and will provide an alert if the vehicle/plate is encountered.

35.381057, -83.137193

COL IR TAKE PIC

LVJ 796

LVJ796

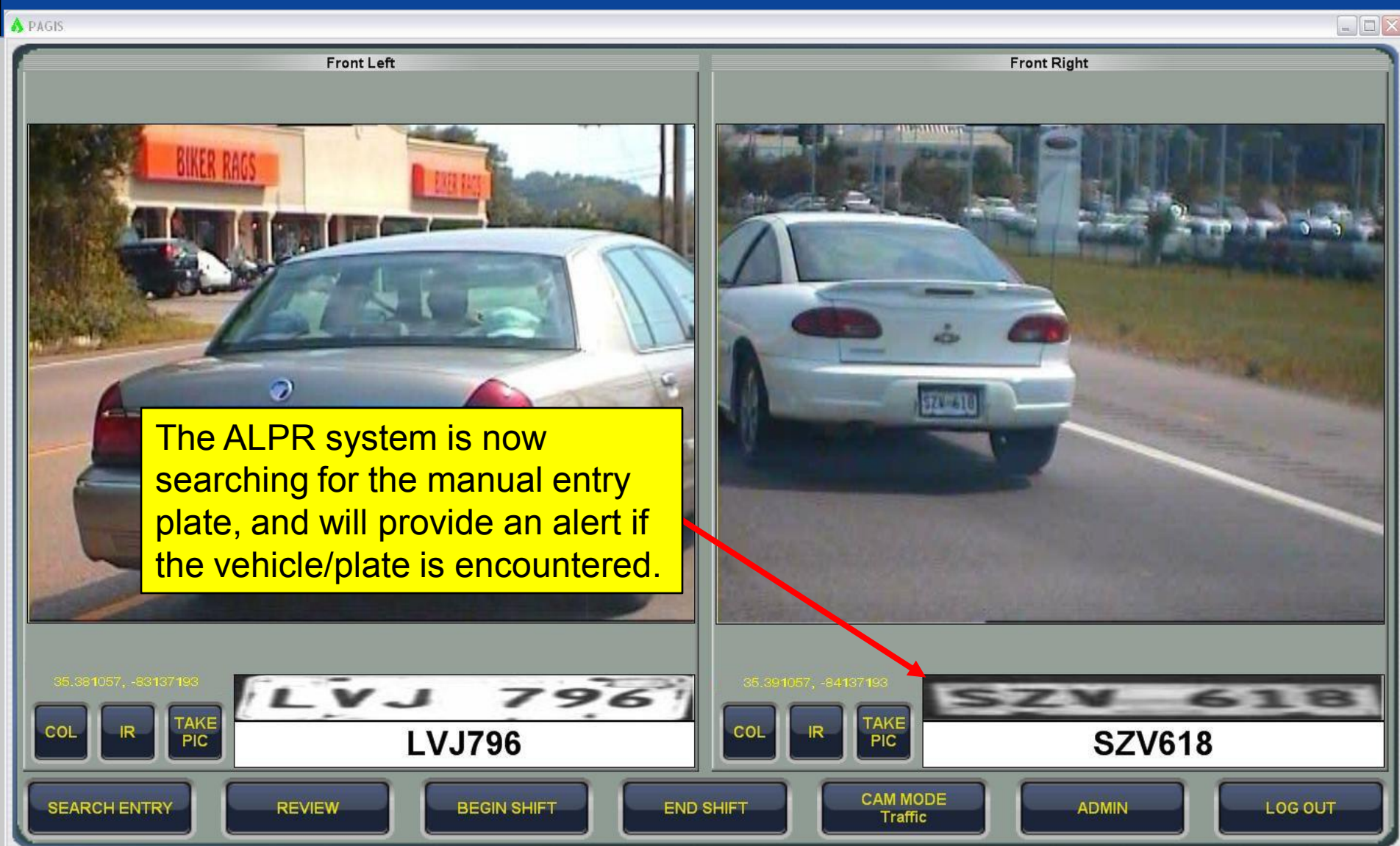
35.391057, -84.137193

COL IR TAKE PIC

SZV 618


SZV618

SEARCH ENTRY REVIEW BEGIN SHIFT END SHIFT CAM MODE Traffic ADMIN LOG OUT



Manual Entry (HIT)

PAGIS

Front	Read	Hit
Right	35.391057, -84.137193	
	3/11/2010 12:48:01 PM	Manual Reports
	SZV 618 SZV618	SZV618
		
	STOLEN: SZV618 @ 3/11/2010 12:39:30 PM Vehicle reported stolen by owner on 3/11/2010, White Chevy Cavalier 2001	

1/1

ADD INTEL

MIS READ

PREV DB

NEXT DB

SET DISP

JUMP

ESC

PREV

1/1

Next

SAVE

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left **Read** **Hit** **1/2**

35.391057, -84.137483 W300994123

1/29/2009 2:06:37 PM

SBL 361 SBL361 **Active Camera for ALPR capture**

Beige

Ford

Taurus

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Prev **Next** **Save** **11/17**

Esc

Prev DB

Next DB

Set Disp

Jump

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

Hit

W300994123

1/2

Add Intel

SBL 361 SBL361

Active Camera for ALPR capture

GPS Coordinates

Ford

Taurus

2001

Federal Wants and Warrants

Mis Read

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

Hit

W300994123

1/29/2009 2:06:37 PM

SBL 361 SBL361

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Esc

Prev

11/17

Next

Save

Prev DB

Next DB

Set Disp

Jump

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

SBL 361 SBL361

Hit

W300994123

1/2

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

Federal wants and warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Add Intel

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

SBL 361

SBL361

Hit

W300994123

1/2

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

OCR Translation of "Plate Patch"

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2008, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Add Intel

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

SBL 361 SBL361

Hit

W300994123

1/2

Add Intel

Mis Read

Active Camera for ALPR capture

GPS Coordinates

Date and Time Stamp

IR "Plate Patch" from ALPR

OCR Translation of "Plate Patch"

Color Camera "Overview" Image

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and business involved using the Internet and telephones to find loans for small businesses. Smith allegedly used altered vehicle titles and other deceptive means to defraud business Virginia of approximately \$385,000

Esc

Prev

11/17

Next

Save

Prev DB

Next DB

Set Disp

Jump

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left


Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

SBL 361 SBL361



Hit

W300994123

FBI MOST WANTED

SBL361

Beige

Ford

Taurus

2001

Federal Warrants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Name of Hotlist Database

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

Hit

W300994123

1/2

SBL 361 SBL361

FBI MOST WANTED

SBL361

Beige

Ford

Taurus

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Name of Hotlist Database

Information from hotlist database

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

Prev


11/17

Next

Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left	Read	Hit	1/2
	35.391057, -84.137193	W300994123	
	1/29/2009 2:06:37 PM	FBI MOST WANTED	
Add Intel	SBL 361 SBL361	SBL361	Prev DB
		Beige	Next DB
		Ford	
		Taurus	
		2001	
		Federal Wants and Warrants	
	<p>Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000</p>		
Mis Read	<p>Name of Hotlist Database Information from hotlist database Notes from hotlist database</p>		

Esc Prev 11/17 Next Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Hit

W300994123

FBI MOST WANTED

SBL 361 SBL361

SBL361

Taurus

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

ADD Intel: Add information to the Note field below

ADD Intel

Mis Read

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

Hit

W300994123

1/2

SBL 361 SBL361

SBL361

Beige

Ford

Taurus

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Set Disposition : Select the disposition (status) of the Hit

Set Disp

Jump

Esc Prev 11/17 Next Save

PAGIS : Operator Controls – Set Disposition

Front Left

Add Intel

Mis Read

Unknown

Parked

Occupied

Ticketed

Misread- Wrong State

New

Hit

W300994123

FBI MOST WANTED

SBL361

Beige

Ford

Taurus

2001

Federal Wants and Warrants

aud. In 2005 Smith, Smith allegedly used altered vehicle titles and ot, 0

Set Disposition : Select the disposition (status) of the Hit From the drop down menu, then click Save.

The Disposition is saved to the database for use in the BOSS software.

Prev **11/17** **Next** **Save**

Prev DB

Next DB

Set Disp

Jump

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Hit

W300994123

FBI MOST WANTED

SBL361

SBL 361 SBL361

Click on the OCR Translation to edit the text, if desired. After editing the text, Click Save.

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

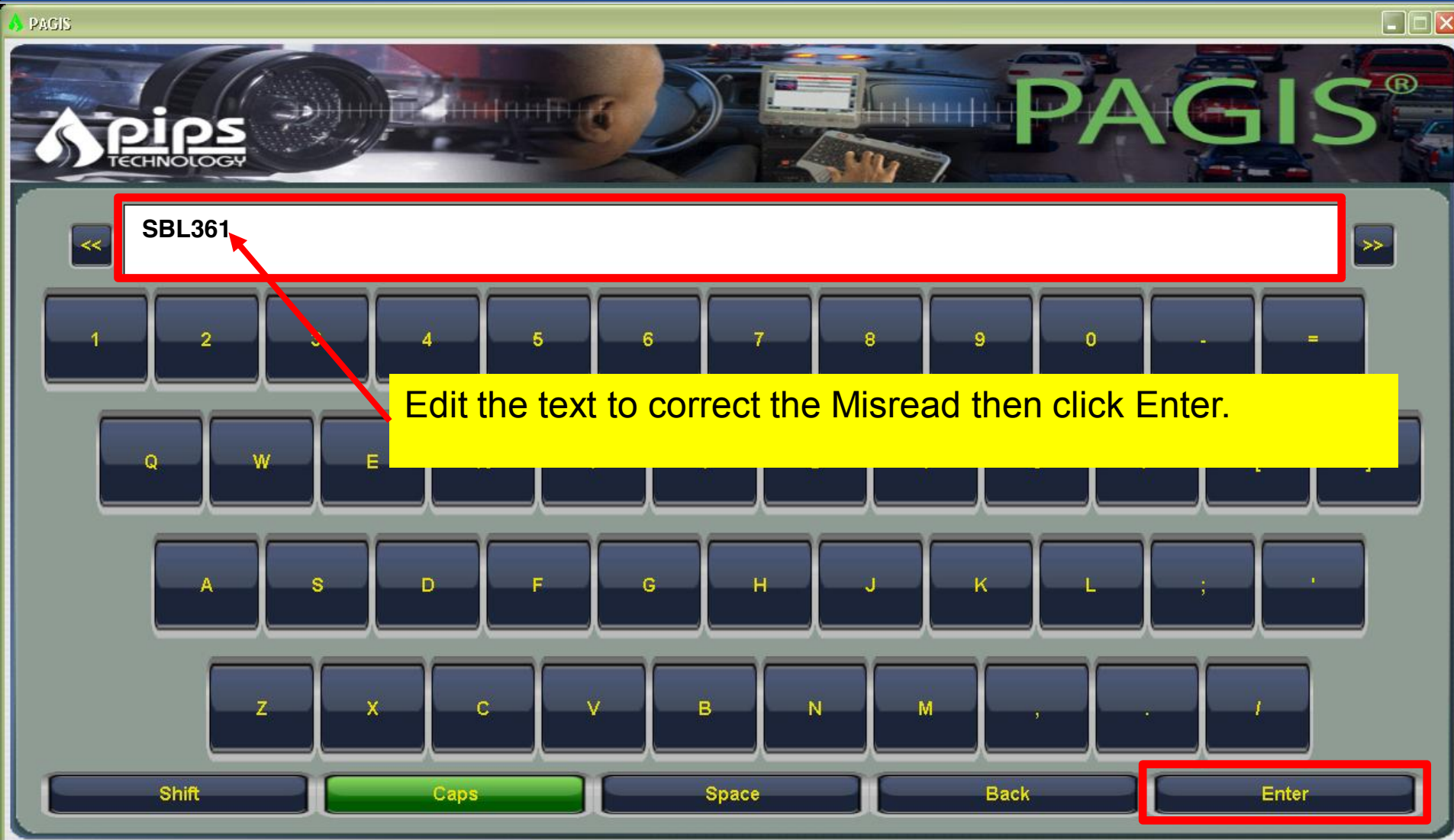
Misread: Mark a Read/Hit to indicate a misread plate

Esc **Prev** **11/17** **Next** **Save**

Prev DB **Next DB** **Set Disp** **Jump**

1/2

PAGIS : Operator Controls - Search Entry - *Reads*



PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

Hit

W300994123

1/2

FBI MOST WANTED

SBL361

Beige


Ford

Taurus

2001

Federal Wants and Warrants

SBL 361 SBL361



Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

After editing the text, Click Save.

Esc

Prev

11/17

Next

Save

Prev DB

Next DB

Set Disp

Jump

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

SBL 361 SBL

Hit

1/29/2009 2:06:37 PM

2001

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

1/2

Prev DB

Next DB

Set Disp

Jump

Esc

Prev

11/17

Next

Save

If a match (Hit) is made on multiple hotlist databases
The number of hits to and databases are displayed as

The Number of Hits / The Number of Hotlist Databases

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

SBL 361 SBL

Hit

11/29/2009 11:00

1/2

Prev DB

Next DB

Set Disp

Jump

Esc Prev 11/17 Next Save

If a match (Hit) is made on multiple hotlist databases
The number of hits to and databases are displayed as

The Number of Hits / The Number of Hotlist Databases

To view the additional hotlist databases for each match
Use the Previous Database or Next Database buttons.

Lisa Smith is wanted for a business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

Hit

W300994123

1/2

FBI MOST WANTED

SBL361

Beige

Ford

Taurus

2001

Next DB

Set Disp

Jump

Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Navigate between current Hit and Previous Hits

Displayed as;
Current Match Hit / Total Number of Hits

Esc

Prev 11/17 Next

Save

PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Read

35.391057, -84.137193

1/29/2009 2:06:37 PM

Add Intel

Hit

W300994123

1/2

FBI MOST WANTED

SBL361

Beige


Ford

Taurus

2001

Federal Wants and Warrants

SBL 361 SBL361



Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Mis Read

Jump: Navigate to an exact record number.

Jump

Esc

Prev

11/17

Next

Save


PAGIS : Operator Controls - Search Entry

PAGIS

Front Left

Add Intel

Mis Read

Read	Hit
35.391057, -84.137193	W300994123
1/29/2009 2:06:37 PM	FBI MOST WANTED
 SBL 361 SBL361	SBL361
	Beige
	Ford
	Taurus
	2001
	Federal Wants and Warrants

Lisa Smith is wanted for mail fraud. In 2005 Smith operated her business Smith and Associates from her apartment in Highland Beach Florida. Her business involved using the Internet and telephones to find loans for small business owners wanting to purchase or lease trucks and trailers. In 2005, Smith allegedly used altered vehicle titles and other deceptive means to defraud businesses and truck drivers in Wyoming Pennsylvania Illinois and Virginia of approximately \$385,000

Prev

11/17

Next

Save

1/2

Prev DB

Next DB

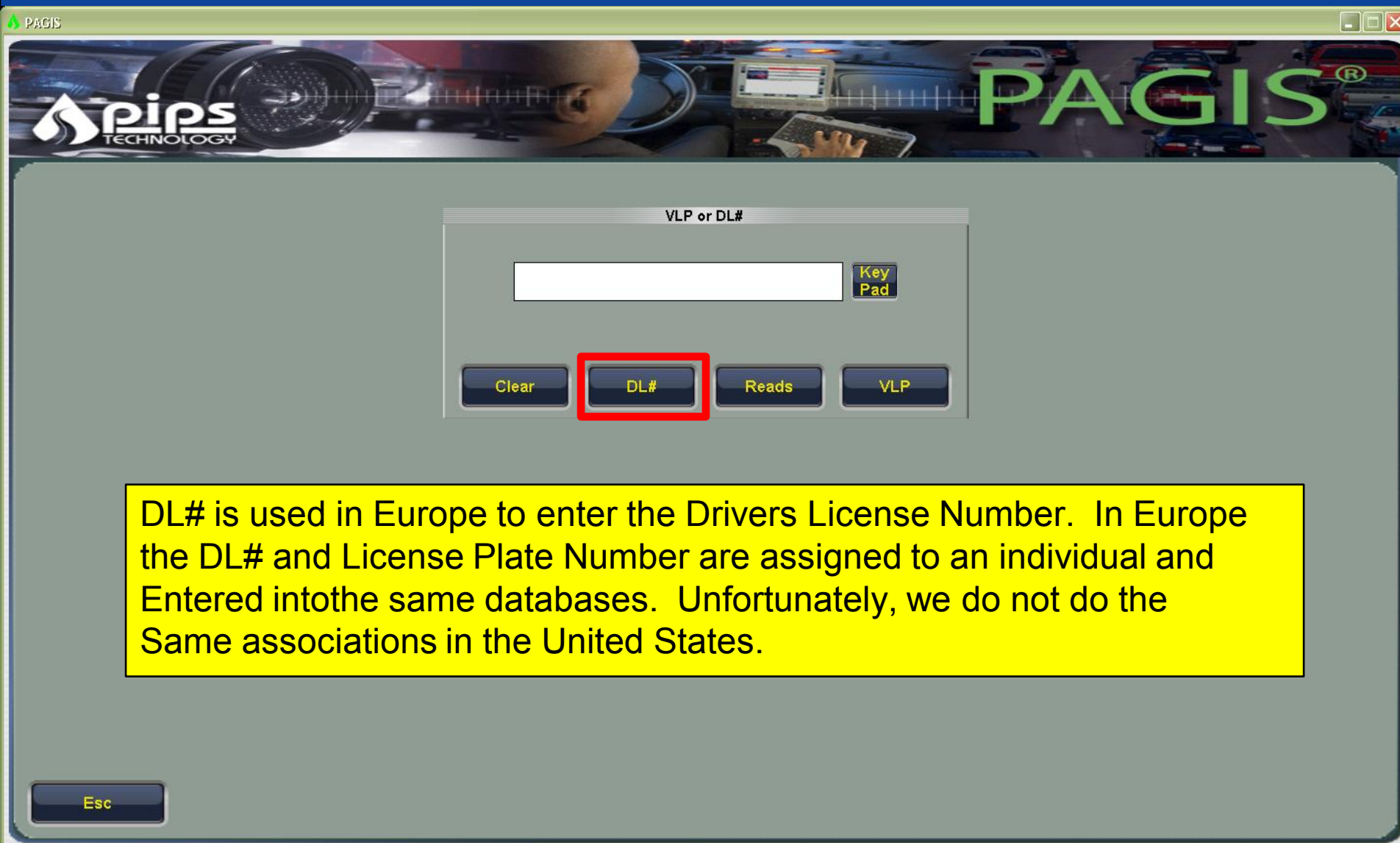
Set Disp

Jump

Press ESC to return to the previous screen.

Esc

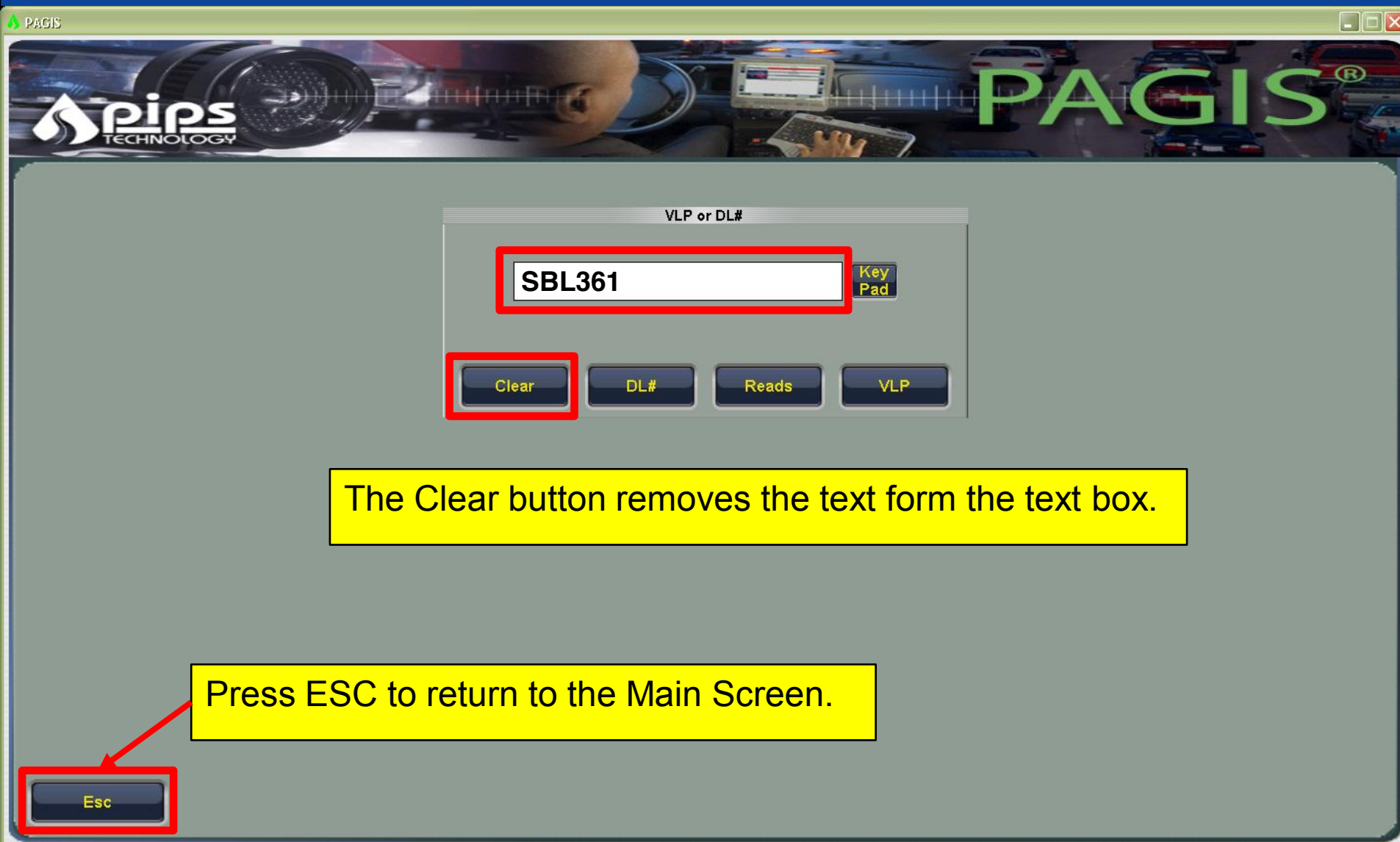
PAGIS : Operator Controls - Search Entry



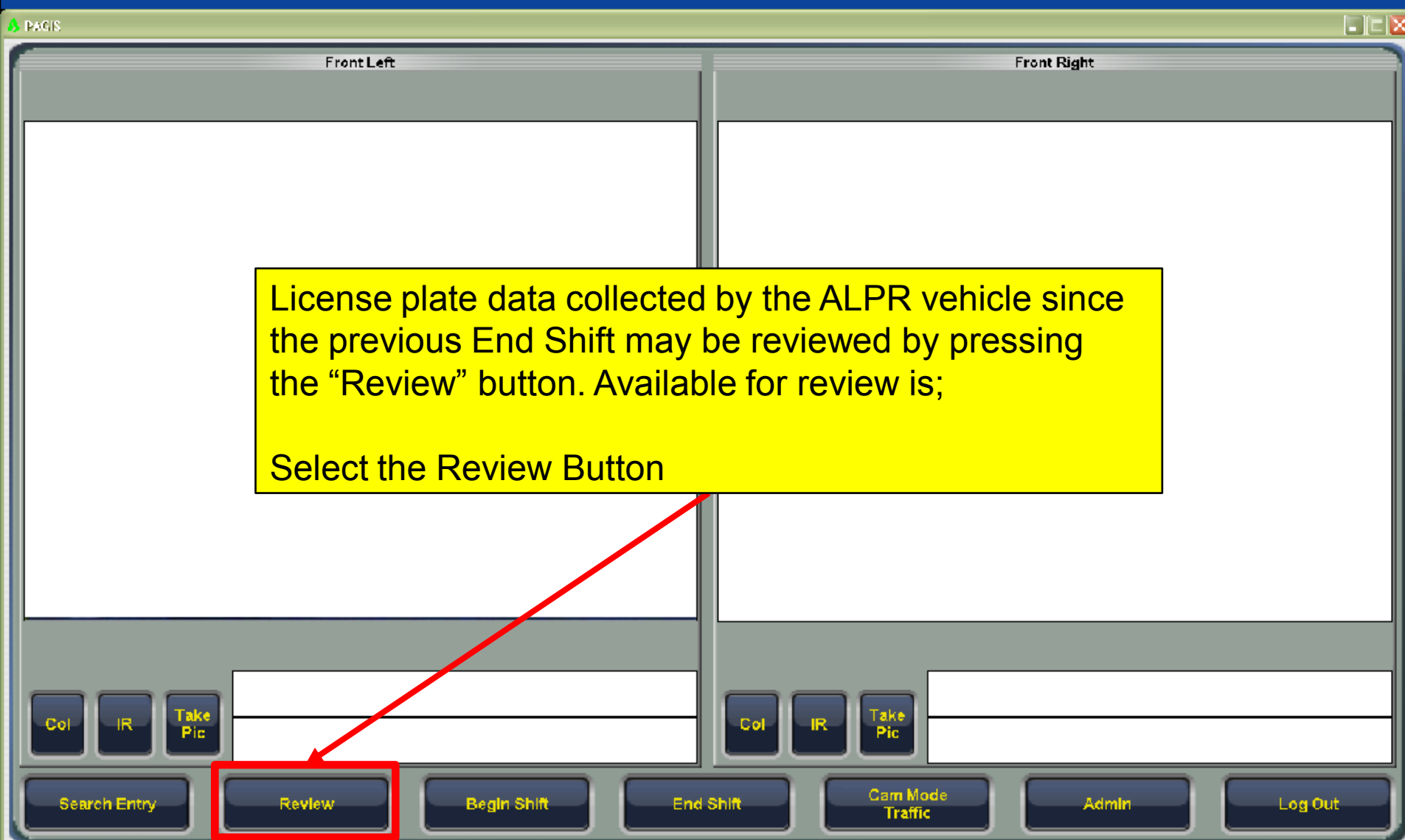
The screenshot displays the PAGIS (Police Automated Geographic Information System) interface. At the top, there is a banner with the PIPS TECHNOLOGY logo on the left and the word 'PAGIS' in large green letters on the right. Below the banner, the main window is titled 'VLP or DL#'. It features a text input field, a 'Key Pad' button, and four buttons: 'Clear', 'DL#' (highlighted with a red rectangle), 'Reads', and 'VLP'. An 'Esc' button is located at the bottom left of the interface.

DL# is used in Europe to enter the Drivers License Number. In Europe the DL# and License Plate Number are assigned to an individual and Entered into the same databases. Unfortunately, we do not do the Same associations in the United States.

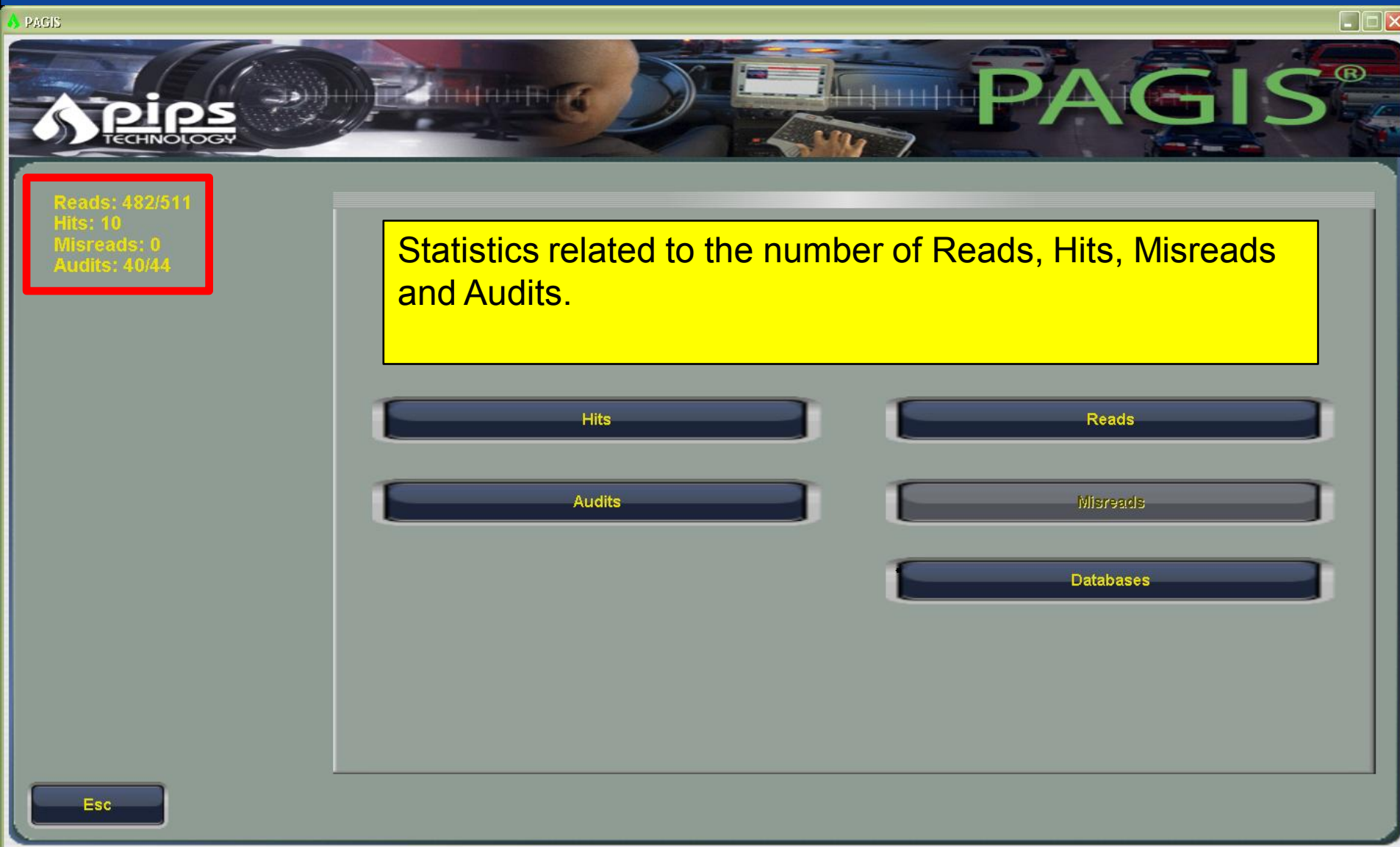
PAGIS : Operator Controls - Search Entry



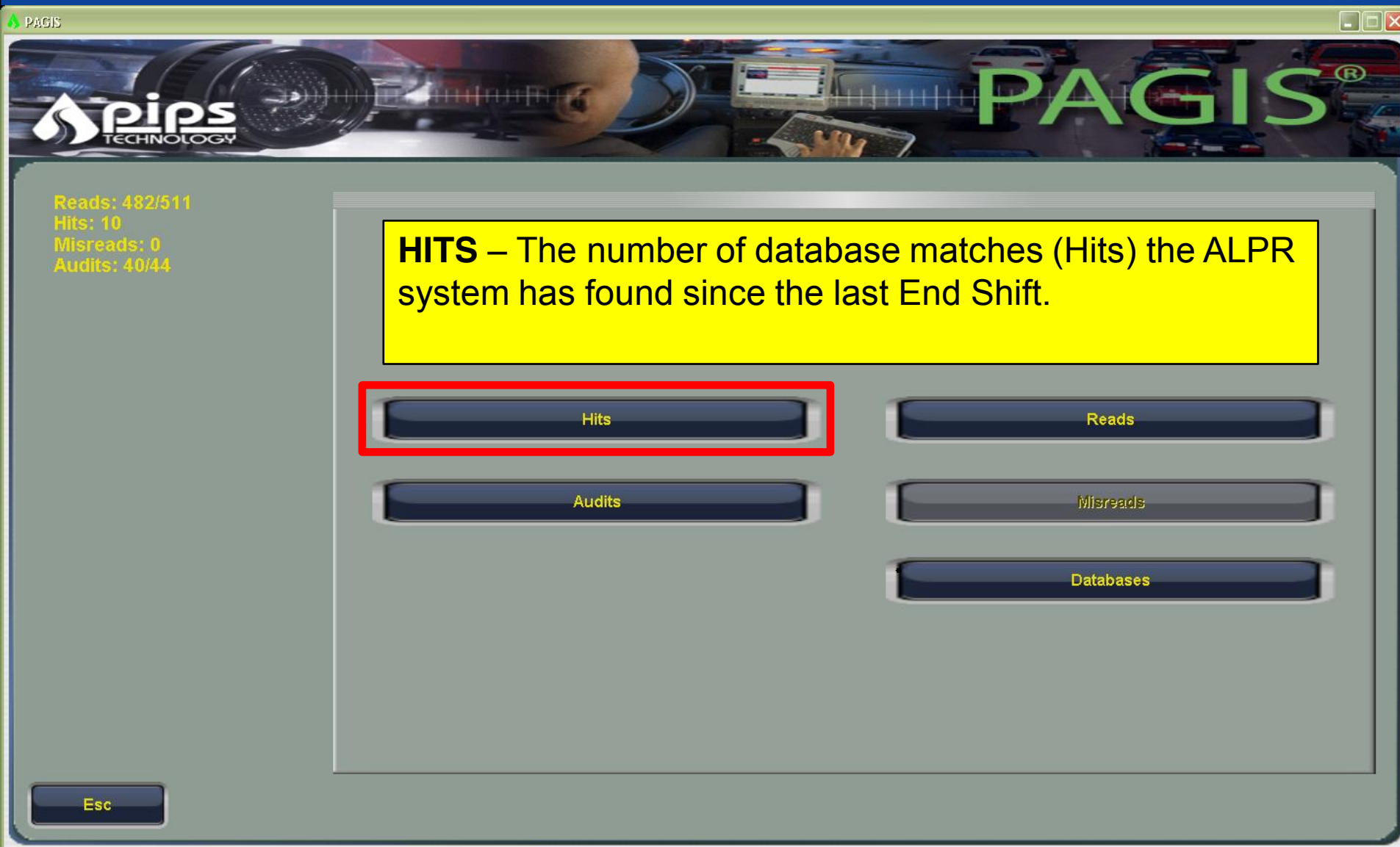
PAGIS : Operator Controls – Review



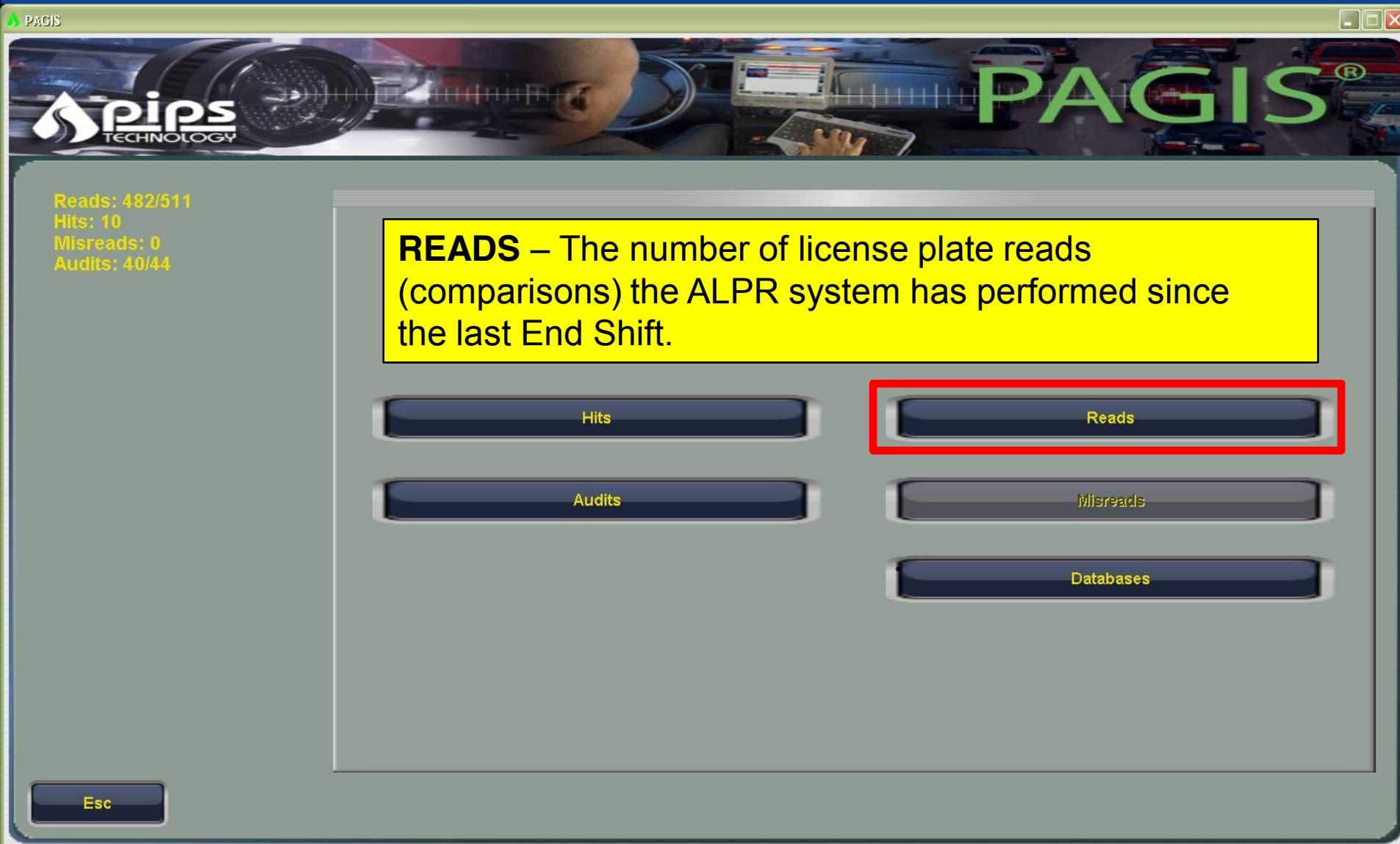
PAGIS : Operator Controls - Review



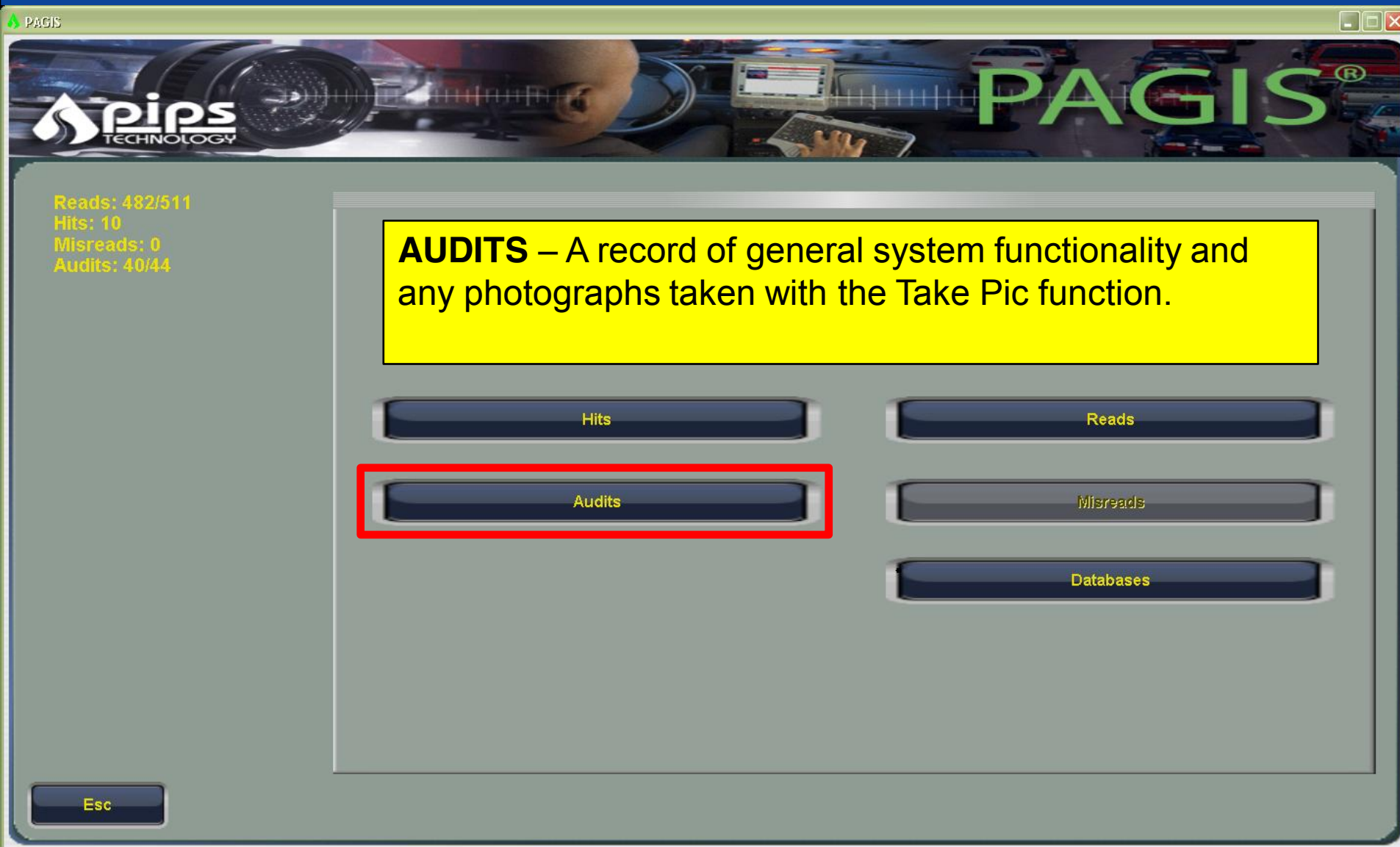
PAGIS : Operator Controls - Review



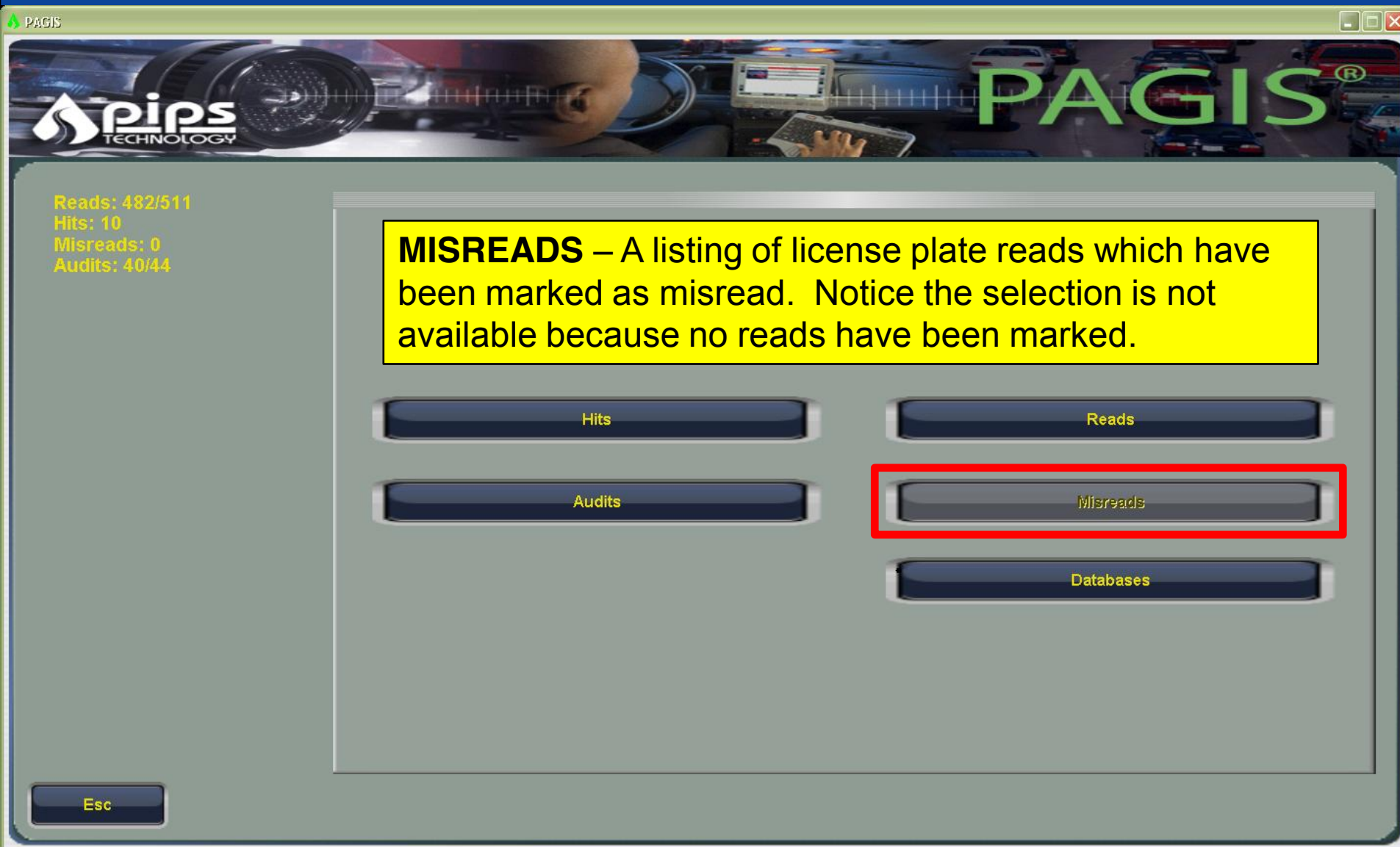
PAGIS : Operator Controls - Review



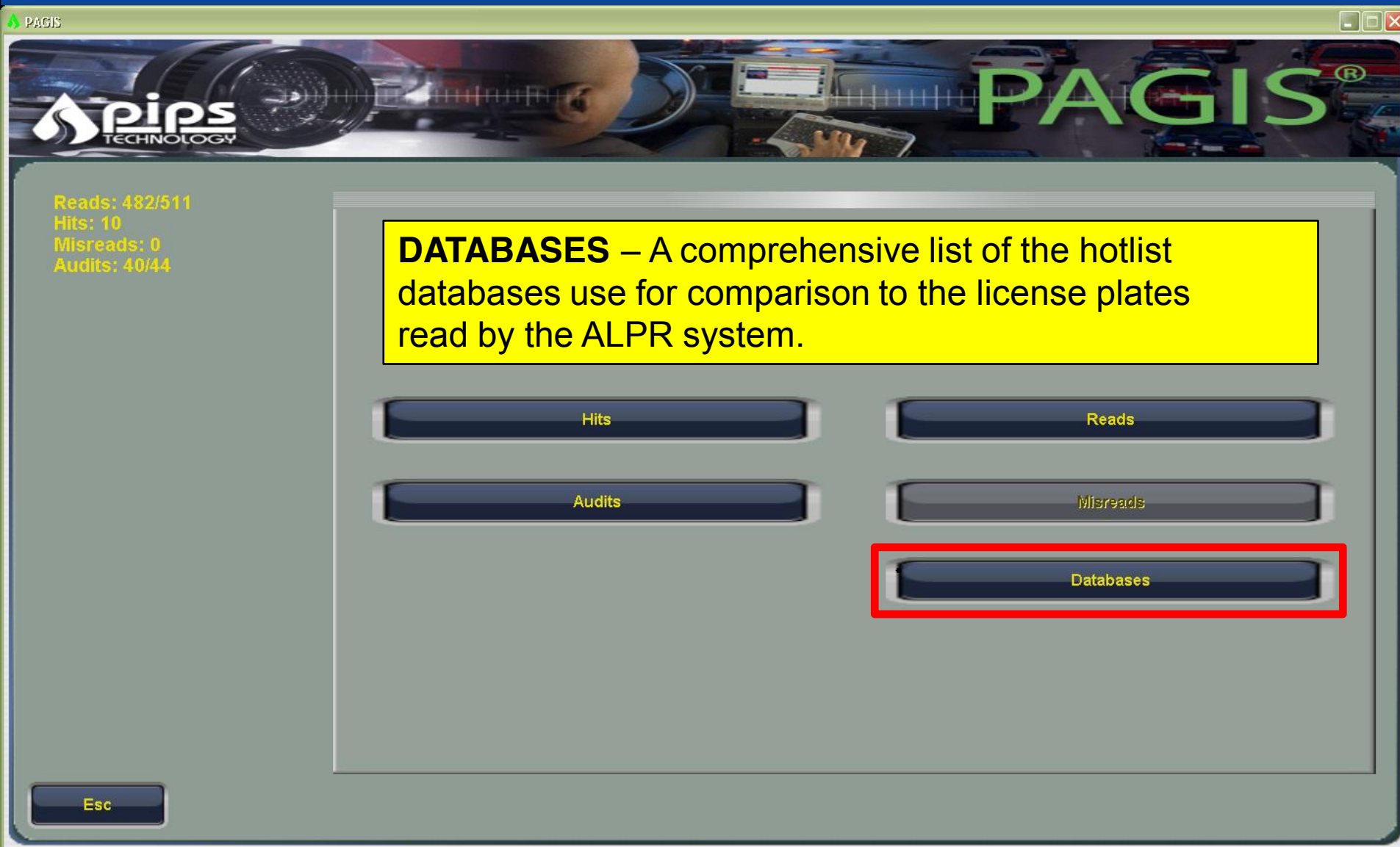
PAGIS : Operator Controls - Review



PAGIS : Operator Controls - Review



PAGIS : Operator Controls - Review



PAGIS : Operator Controls - Databases

11 Databases

Displays the number of Hotlist Databases available for comparison to license plates read by the ALPR system. A match of the license plate text with an entry in one or more of these hotlist will result in a "Hit".

Database Name	Count	Buttons
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete, On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete, On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete, On
FBI 12/4/2008 8:15:34 AM	100	Delete, On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete, On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete, On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete, On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete, Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete, On

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

Database Name	Count	Delete	Status
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

Esc Sync Search

PAGE UP PAGE DWN

Displays the Hotlist Database name and the Date and Time the Hotlist was updated in PAGIS.

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

Database Name	Priority Level	Delete	On/Off
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

Indicates the PRIORITY LEVEL of the Hotlist Database. If a match occurs in two or more hotlists, the hotlist with the lowest number has the highest priority and will be displayed in front of hotlist with a higher number.

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

Database Name	Count	Delete	On/Off
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

Hotlist databases can be toggled active or inactive by pressing On/Off . The toggle status effects only the PAGIS vehicle from which the command was entered.

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

Database Name	Count	Delete	Status
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

SYNC performs the Begin Shift and End Shift functions to update PAGIS with new Hotlist databases and also transfer the collected license plates from PAGIS to the BOSS server.

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

Database Name	Count	Delete	On/Off
FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

SEARCH is the same as the Search Entry button on the main screen. A License plate can be manually compared against the Hotlist databases

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

PIPS TECHNOLOGY

PAGIS

11 Databases

FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

Press ESC to return to the Main Screen.

Esc

Sync

Search

PAGE UP

PAGE DWN

PAGIS : Operator Controls - Databases

PAGIS

11 Databases

FBI MOST WANTED 12/4/2008 8:15:34 AM	50	Delete	On
Wanted Persons 1/15/2009 11:02:49 AM	50	Delete	On
PIPS Stolen 12/4/2008 8:15:34 AM	100	Delete	On
FBI 12/4/2008 8:15:34 AM	100	Delete	On
Stolen Vehicles 12/4/2008 8:15:34 AM	500	Delete	On
Stolen Plates 12/4/2008 8:15:34 AM	500	Delete	On
Supervised Release 12/4/2008 8:15:34 AM	500	Delete	On
Sexual Offenders 12/4/2008 8:15:34 AM	650	Delete	Off
Protection Order 12/4/2008 8:15:34 AM	800	Delete	On

Esc Sync Search

PAGE UP PAGE DWN

PAGIS : Operator Controls – Camera Mode

Front Left

Front Right

Camera Mode toggles between camera configurations. Press and release the Cam Mode Button. The camera configuration take four seconds to transition.

Col IR Take Pic

NJG 629

NJG629

Col IR Take Pic

RML 470

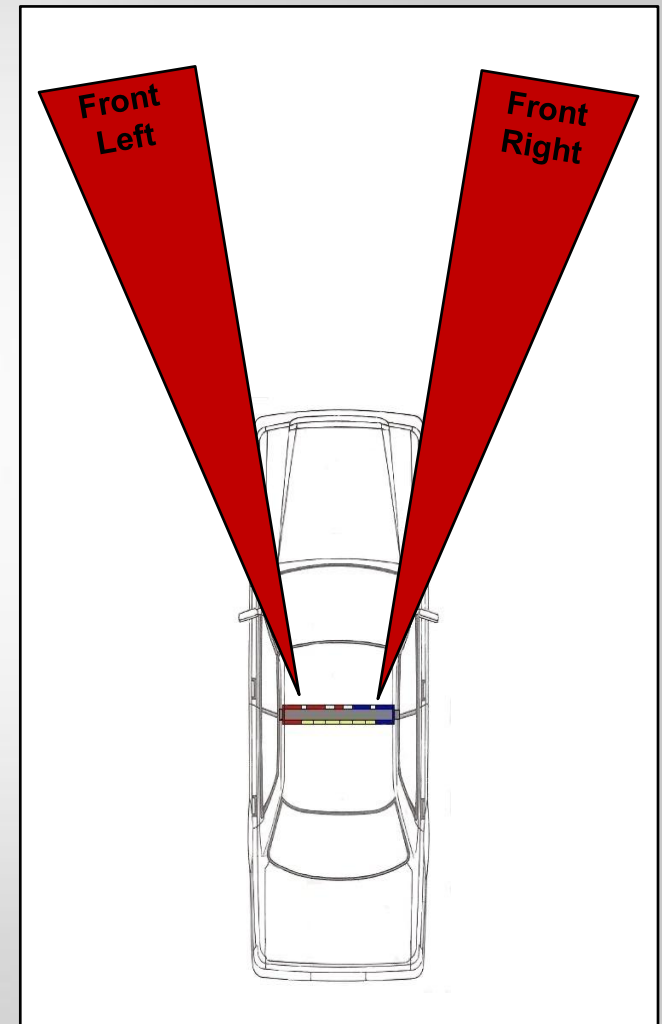
RML470

Search Entry Review Begin Shift End Shift **Cam Mode Traffic** Admin Log Out

PAGIS - Camera Modes

Cam Mode :TRAFFIC

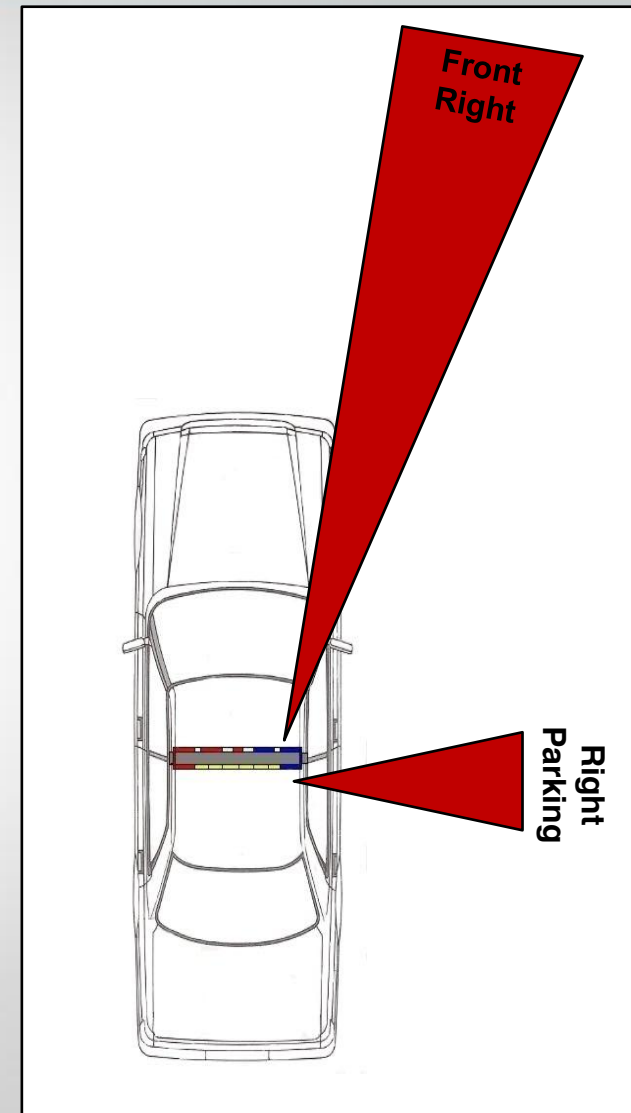
In the Traffic Mode two cameras are active.
The **Front Left** and **Front Right** cameras are displayed in the view finders.



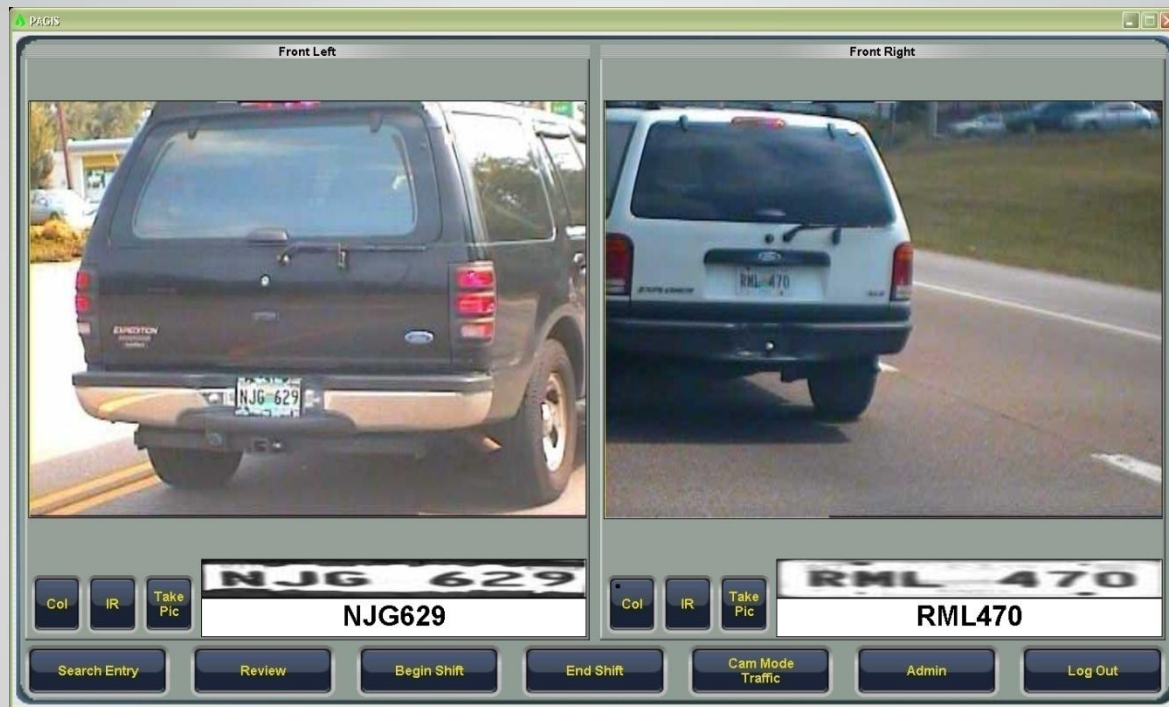
PAGIS - Camera Modes

Cam Mode :PARKING

In the Parking Mode two cameras are active.
The **Front Right** and **Right Parking** cameras are displayed in the view finders.

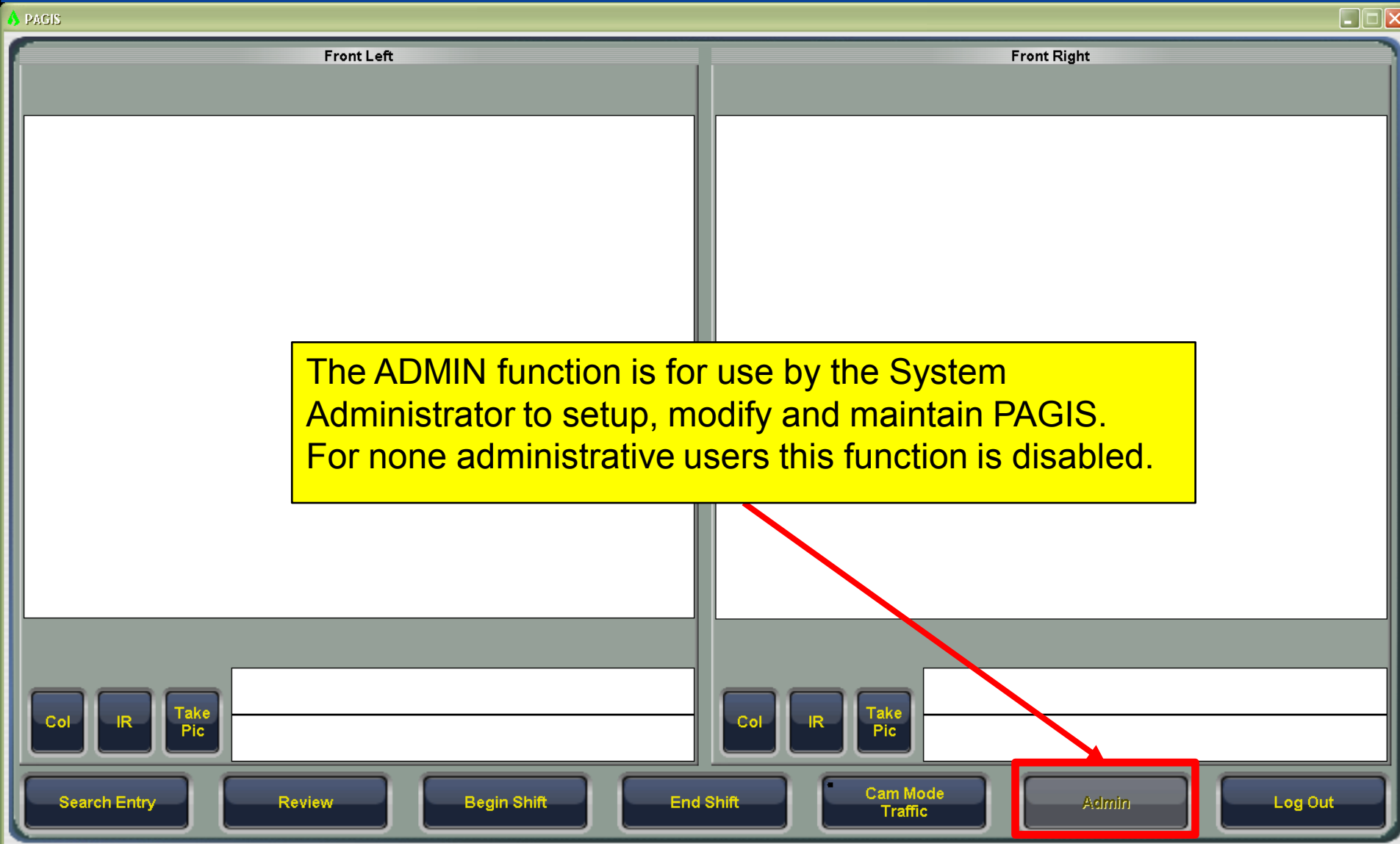


PAGIS - Camera Modes

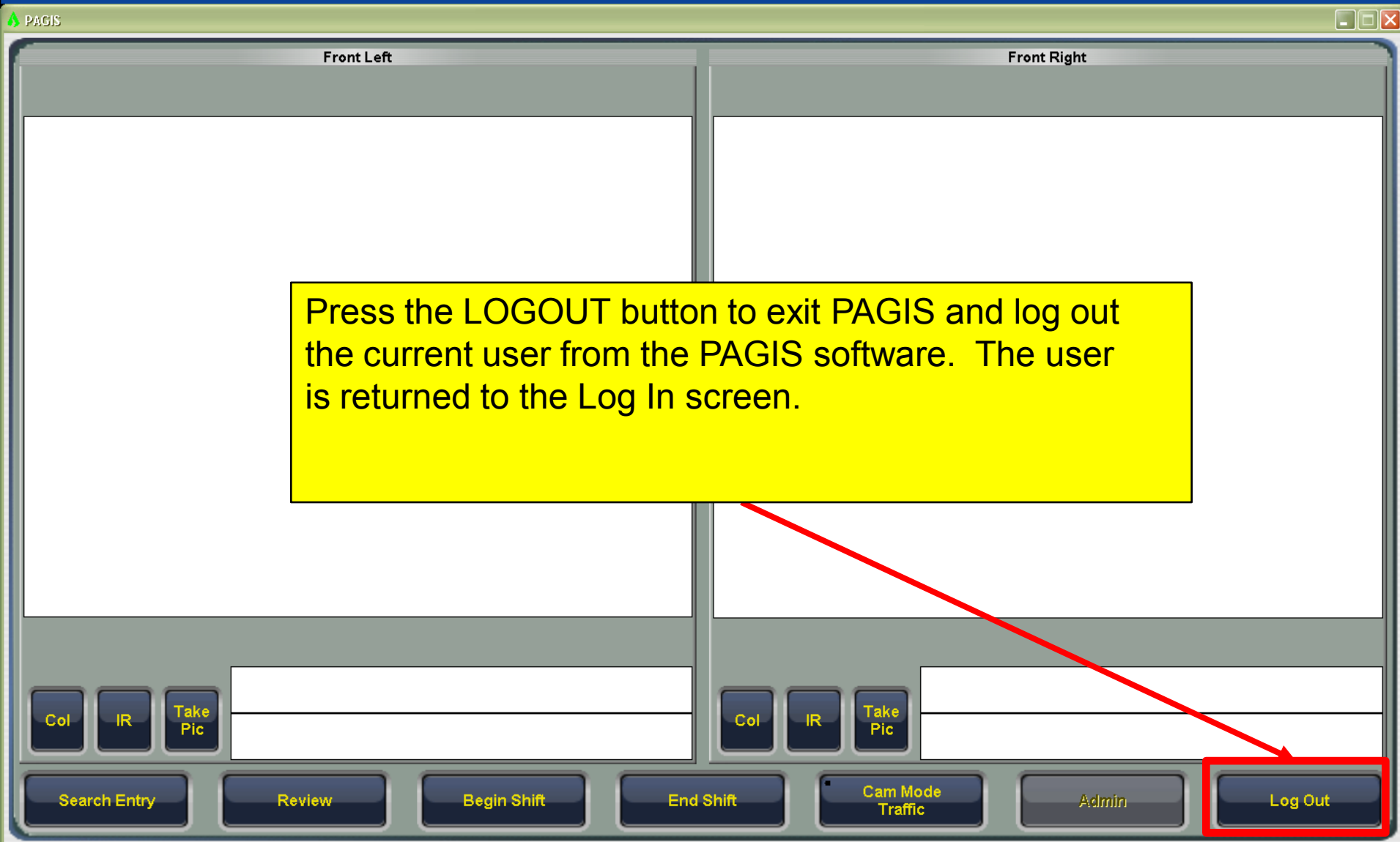


ALPR systems with Three (3) and Four (4) Cameras will display only two cameras simultaneously. However, all cameras can be made active. The parking cameras are “hidden” but are active and will provide notifications upon a database match (hit).

PAGIS : Operator Controls – Camera Mode



PAGIS : Operator Controls – Camera Mode





PAGIS

GPS

**Press Exit to stop using PAGIS
or
Log In a new user.**

Logon

Badge No:

Key
Pad

Password:

Key
Pad

Location:

Key
Pad

Exit

Login

Do's and Don'ts

- **Don't** clean the camera lens with alcohol or ammonia based cleaners (No Windex!).
- **Don't** run the car through a car wash with brushes that hit the cameras
- **Do** let us know if the system is not working properly- We can fix it!



MATTHEW A. CUMMINGS
CHIEF OF POLICE

City of Newton *Police Department*

GENERAL ORDER

GENERAL ORDER: 533

TO: All Sworn Personnel / Parking Control Officers

EFFECTIVE: September 1, 1988 (Rev.04/28/08, 07/01/2011)

SUBJECT: Parking Enforcement

PURPOSE: To Establish Guidelines for Parking Enforcement.

COMMENTARY: Authorized Newton Police Department employees will fairly and uniformly enforce all legally mandated parking restrictions to enhance traffic education and the safe and efficient movement of vehicle and pedestrian traffic.

A. Parking Violation Booklet Procedures

a. Traffic Bureau Personnel shall:

- a) Maintain an adequate supply of parking violation booklets and maintain security over the violation booklets at all times.
- b) Ensure that proper entries are made on booklet distribution sheets indicating the booklet number and all of the required employee information when each booklet is issued.
- c) Retrieve parking violations from the "red box" in the Guardroom daily (M-F). The white original and yellow duplicate copy of the parking violation shall be sent to the private vendor that the City has secured for collections purposes. The total number of violations issued by each employee shall be logged into the QED Records Management System.

2. The Issuing Employee shall:

- a) Carry an adequate supply of parking violation booklets while on duty.
- b) Obtain parking violation booklets from the Patrol Bureau Officer-in-Charge when their own supply is depleted. The employee will verify the number sequence on the new booklet and complete and sign for the booklet on the corresponding distribution sheet.
- c) Make certain that all information on the parking violation is correct and legible prior to issuing the violation.

- d) Securely place the orange "Notice to Offender" copy on the vehicle if the violator is not present in such a manner that the offender will readily observe the violation when he or she returns to the vehicle.
- e) Place both the white and yellow copies of each violation issued into the locked "red box" in the Guardroom at the end of each tour of duty.

B. Voiding of Parking Violations

- 1. If for any valid reason a parking violation must be voided, the issuing employee will submit a written request to the Traffic Bureau Commander stating the reasons for voiding the violation. All three copies (white/yellow/orange) of the violation must be sent with the request.
- 2. The Traffic Bureau Commander shall arrange for all voided violations to be sent to the Office of the Newton Parking Clerk.

C. Parking Violations in General

- 1. The primary consideration for parking violation enforcement is to enhance the safe and efficient movement of vehicle and pedestrian traffic. Enforcement actions should be taken against vehicles that are blocking sidewalks, double-parked on the street, impeding other traffic, parked within safety zones and other restricted areas.
- 2. The primary consideration for parking meter enforcement is to turn over parking spaces. All sworn officers and parking control officers must be familiar with current resident and business parking restrictions and/or exceptions before undertaking enforcement action.
- 3. Most time-zone (meter) enforcement shall be conducted on foot by parking control officers.
- 4. Sworn officers working the night shift shall strictly enforce All Night Parking regulations between the hours of 2:00 a.m. and 6:00 a.m. from November 15th through April 15th.

D. Tow-and-Hold Vehicle Enforcement

- 1. The Traffic Bureau Commander shall coordinate the dissemination of the active Tow and Hold list provided by the Office of the Newton Parking Clerk for vehicles with unpaid parking fines.
- 2. When a Tow and Hold vehicle is located by a sworn officer, he/she shall verify that the Tow and Hold notice is still in effect, and, if so, cause the vehicle to be properly removed to a towing storage facility until the unpaid fines may be resolved by the vehicle owner. A police incident report and motor vehicle inventory form shall be submitted indicating the purposes of the tow and the condition of the vehicle.

3. When a Tow and Hold vehicle is located by a parking control officer, he/she shall contact the Traffic Bureau and verify that the Tow and Hold notice is still in effect. If the notice is still active the Dispatch Center will assign a patrol officer to respond to the scene and arrange for the removal of the vehicle to a secure towing facility. A Traffic Bureau clerk shall submit a police incident report indicating the purposes of the tow and the condition of the vehicle.

E. Commercial Vehicles and Trailers Enforcement

In November of 2007, the Board of Aldermen revised Newton City Ordinance 19-174, *Parking of Commercial Vehicles and Trailers*. The revised ordinance reads in part, "It shall be unlawful for any commercial vehicle, other than one acting in an emergency, to be parked on any street, way, highway, road, parkway or private way dedicated or open to the use of the public ***for a period of time longer than two hours...***" This "longer than two hours" prohibition is in effect during all hours of the day, year round. Several other important revisions were made as follows:

1. The **exemptions** to the two-hour prohibition are as follows:
 - a. Vehicles and trailers acting in the event of an emergency;
 - b. Vehicles and trailers parked at metered parking spaces;
 - c. Vehicles or trailers being temporarily loaded or unloaded at a worksite; and
 - d. Vehicles or trailers parked within 500' of the worksite.
2. A complicated and progressive enforcement action process was also included in the revision of City Ordinance 19-174. The enforcement actions are as follows:
 - a. **Warning (1st Offense)**: The operator of commercial vehicle or trailer must receive a warning before a parking violation may be issued or the vehicle or trailer is towed. The warning is accomplished by attaching a Commercial Vehicle and Trailer warning card to the vehicle. These warning cards are stored in the Guardroom supply cabinet.
 - b. **\$25.00 Fine (2nd Offense)**: Upon verification that a warning card was previously attached to the same vehicle or trailer a \$25.00 parking violation may be issued.
 - c. **Tow (3rd Offense)**: Upon verification that a warning and \$25.00 parking violation was attached to the same vehicle or trailer the vehicle or trailer may be towed to a secure storage facility. A police incident report and motor vehicle inventory form must be submitted in the event of a tow.

3. Each time an enforcement action, e.g., warning, parking violation or tow, is taken by an officer on a commercial vehicle or trailer the enforcement action must be recorded in a central database so other sworn officers and parking control officers who may come across the commercial vehicle or trailer later can run the registration plate to find out at what step we are on the progressive enforcement action process. Therefore, an agency document must be created or updated with the vehicle or trailer and registration information in the "Commercial Parking" section on the opening page of the QED Records Management System screen.
4. Sworn officers and parking control officers must be thoroughly familiar with City Ordinance 19-174 before enforcement actions are taken. Please direct questions to your supervisor(s) if you are unclear on the process.

F. Electronic Handheld Parking Violation Devices

1. At the beginning of each shift employees authorized to use a handheld parking violation-dispensing device shall ensure that the device is in proper working order and that a sufficient supply of printer paper is loaded into the device to make it through the shift.
2. At the end of each shift the employee shall logon to the desktop computer provided by the City's parking collection agency. The handheld device shall be connected to this designated computer and the information on the parking violations issued during that shift will be downloaded into the computer and electronically transmitted to the parking collection agency.

Per order of:

//SIGNED//

Matthew A. Cummings
Chief of Police



MATTHEW A. CUMMINGS
CHIEF OF POLICE

City of Newton Police Department

GENERAL ORDER

GENERAL ORDER: 542

EFFECTIVE DATE: July 1, 2011

TO: All Personnel

SUBJECT: Automated License Plate Recognition Systems (ALPRs)

PURPOSE: The purpose of this policy is to provide officers with guidelines on the proper use of automated license plate recognition (ALPR) systems, also commonly known as license plate reader systems.

POLICY: The availability and use of ALPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of the Newton Police Department that all members abide by the guidelines set forth herein when using ALPR systems.

ACRONYMS
AND
DEFINITIONS:

FOUO: For Official Use Only

ALPR: Automated License Plate Recognition/Automated License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.

Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential “hit” on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to “hot lists” circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the ALPR system, e.g., local vehicle data on B&E suspects, missing persons/wanderers, domestic incidents, drug activity, etc. These hot lists serve an officer safety function as well as an

investigatory purpose. In addition to locally compiled hot lists, individual users/officers may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is “read” by the ALPR system.

Fixed ALPR System: ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile ALPR System: ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

Portable ALPR System: ALPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as traffic barrel or speed radar sign.

PROCEDURES:

A. General

1. The use of ALPR systems is restricted to public safety related missions of this Department.
2. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. ALPR systems and ALPR data and associated media are the property of this Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. Administration

1. The Commander of the Newton Police Department’s Information Technology function is tasked with systems administration and administrative oversight for ALPR system deployment and operations. The Commander shall be responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files;
 - b. Establishing protocols to preserve and document ALPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions;
 - c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system;
 - d. Ensuring the proper selection of the personnel approved to operate the ALPR system and maintaining an adequate number of trainees;
 - e. Maintaining records that identify approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage; and

- f. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of the Newton Police Department.
2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
3. ALPR systems hardware or software repairs shall be made by agency authorized sources.

C. Automated License Plate Reader System Usage

1. ALPR operation and access to ALPR collected data shall be for official agency purposes only.
2. Only officers who have been properly trained in the use and operational protocols of the ALPR systems shall be permitted to use it.
3. At the start of each shift users must ensure that the ALPR system has been updated with the most current hot lists available.
4. ALPR Alerts/Hits: Prior to initiation of the stop:
 - a. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance; and
 - b. Verify the current status of the plate through the Dispatch Center or MDT query when circumstances allow.
5. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the ALPR system.
6. Hot lists may be updated manually if the user enters a specific plate into the ALPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the ALPR system, the officer should document the reason.
7. Special Details: The use of ALPR systems during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the administrator.

D. ALPR Data Sharing and Dissemination

ALPR data should be considered FOUO and may be shared for legitimate law enforcement purposes:

1. Requests to review any stored ALPR data on laptops or the network server shall be recorded in the same manner as criminal history logs. When the ALPR data are disseminated outside the agency, it should be documented in a secondary dissemination log.
2. Prosecutors or others legally authorized to receive evidence by law may have access to ALPR electronic images or data for legitimate purposes.
2. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established departmental policies.
4. Authorized employees may access stored ALPR data on the network server when there is reasonable suspicion that the data relates to an investigation in a specific criminal or civil action.
5. Notwithstanding any other provision of law, all electronic images or data gathered by Automated License Plate Readers are for the exclusive use of law enforcement in the discharge of duties and shall not be made open to the public.

E. Data Retention

This use of ALPRs by law enforcement has created privacy concerns with some members of the general public, especially as it relates to vehicle and owner data collection and retention. Therefore, the Newton Police Department's ALPR data retention policy shall be as follows:

1. The ALPR data downloaded to a user's laptop and/or authorized server must only be accessible by a user login/password capable of documenting who accesses the information by identity, date and time
2. The data that is collected by the ALPR must be completely erased from the user's laptop at the end of each shift, and, with only one exception, must be completely erased from our authorized network server every 30 days. The one allowed exception for storing ALPR data on the authorized network server beyond this 30-day period is in instances that have resulted in an arrest, ticketing, some other legitimate police action, or when authorized by the Systems Administrator or Chief of Police.
3. All ALPR data authorized to be downloaded to the network server must be stored until the arrest, ticket or other legitimate police action is properly adjudicated or disposed of, unless that same data has become, or is reasonably believed to become, evidence in another specific criminal or civil action. If this is the case, the data shall be downloaded from the network server and stored on a CD or other portable technology. The portable data shall then be subject to the same logging, handling and chain-of-custody requirements of other evidence.

Per Order of:

//SIGNED//

Matthew A. Cummings
Chief of Police

Acknowledgement: Newton Police Department General Order 542, *Automated License Plate Recognition (ALPR) Systems*, is modeled on ALPR policies developed by the International Association of Chiefs of Police and the Washington Association of Sheriffs and Police Chiefs.